



# Haryana Government Gazette

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## PART—I

### Notifications, Orders and Declarations by Haryana Government

**HARYANA GOVERNMENT**

**PERSONNEL DEPARTMENT**

**Notification**

The 5th February, 2016

**No. 3/2/2016-5S(I).**— The Governor of Haryana is pleased to constitute a Committee under the chairmanship of the Chief Secretary to Government, Haryana, consisting of the following officers : —

1. Additional Chief Secretary to Government, Haryana, Development and Panchayats Department.

2. Additional Chief Secretary to Government Haryana, Public Works (B&R) Department.  
(Member Secretary)
  3. Additional Chief Secretary to Government Haryana, Town & Country Planning Department.
  4. Additional Chief Secretary to Government Haryana, Sports Department.
  5. Additional Chief Secretary to Government Haryana, Cultural Affairs Department.
  6. Additional Chief Secretary to Government Haryana, Finance Department.
  7. Principal Secretary to Government Haryana, Urban Local Bodies Department.
  8. Principal Secretary to Government Haryana, Tourism Department.
2. The above mentioned Committee shall prepare a blue print by 20.2.2016 with regard to beautification of all the entry points into the State of Haryana at all its borders whether on a National Highway or a road of PWD (B&R). Further in view of the forthcoming Golden Jubilee Year Celebrations of the State, the Committee shall prepare a plan to set-up ultra-modern convenience facilities for the public as well as recreational complexes highlighting the cultural and socio-economic progress of the State at these borders.

D. S. DHESI,  
Chief Secretary to Government, Haryana.

### हरियाणा सरकार

सिंचाई विभाग

### घोषणा

दिनांक 2 फरवरी, 2016

**क्रमांक 1184/11L.**— चूंकि, हरियाणा के राज्यपाल की संतुष्टि हो गई है कि नीचे विशिष्टियों में वर्णित भूमि जनता के कल्याण के लिये व जनता के खर्च पर सार्वजनिक परियोजना नामतः नलवी डिस्ट्रीब्यूटरी की आर0 डी0 45100 से 110000 फीट (छुटे हुए किला नम्बरान) के लिये गांव मोहडा, तहसील अम्बाला, जिला अम्बाला और गांव नगला व कलसाना, तहसील शाहबाद जिला कुरुक्षेत्र के जमीन अधिग्रहण, नवीनीकरण व पुनर्स्थापना अधिनियम की धारा 11 जो कि हरियाणा सरकार की अधिसूचना क्रमांक न0 6067/11एल0 दिनांक 02 जुलाई 2015 के तहत की जा चुकी है ।

यह घोषणा की जाती है कि निम्न विशलेषित जमीन उपरोक्त कार्य के लिये चाहिए ।

यह घोषणा नए भूमि अधिग्रहण, नवीनीकरण व पुनर्स्थापना अधिनियम 2013 की धारा 19 के तहत सभी सम्बन्धित जमींदारों को किसी एतराज के लिये सूचित किया जाता है हालांकि धारा 15,16,17 व 18 के तहत किसी प्रकार की कार्यवाही की आवश्यकता नहीं पड़ती क्योंकि उपरोक्त गांव की जमीन के विषय में कोई नवीनीकरण व पुनर्स्थापना की स्थिति नहीं बनती ।

इस विषय में इस नए भूमि अधिग्रहण की उपरोक्त धारा के तहत भूमि अधिग्रहण अधिकारी एवं जिला राजस्व अधिकारी, अम्बाला को निर्देश दें कि वो इस जमीन को अपने कब्जे में लें , जो कि उपरोक्त कार्य के लिये चाहिए

भूमि के नक्शों का निरीक्षण जिला राजस्व अधिकारी एवं भूमि अधिग्रहण कलैक्टर, अम्बाला और कार्यकारी अभियन्ता सतलुज यमुना लिंक जल सेवायें मण्डल अम्बाला के कार्यालय में किया जा सकता है

### विशिष्टियां

जिला	तहसील	गांव	हदबस्त संख्या	क्षेत्रफल ऐकड़ो मे		मुरब्बा नम्बर	खसरा नम्बर/ किला नम्बर	कुल रकबा	
				कनाल	मरला			कनाल	मरला
1	2	3	4	5	6	7	8	9	10
अम्बाला	अम्बाला	मोहडा	188	0	8	36	1	0	8
			कुल रकबा	0.05 एकड़				0	8
कुरुक्षेत्र	शाहबाद	नगला	255	1	4	25	23/2/2	1	4
				1	8	43	1/2	1	8
				1	10	43	10/2	1	10
				0	8	44	16	0	8
				0	10	6	24	0	10
			कुल रकबा	0.625 एकड़				5	0

जिला	तहसील	गांव	हदबस्त संख्या	क्षेत्रफल ऐकड़ो मे		मुरब्बा नम्बर	खसरा नम्बर / किला नम्बर	कुल रकबा	
कुरुक्षेत्र	शाहबाद	कलसाना	266	1	0	121	16/2	1	0
			कुल रकबा	0.125 एकड़				1	0
			कुल योग	0.80 एकड़				6	8

जयदीप राव,  
अधीक्षक अभियन्ता,  
सतलुज यमुना लिंक,  
जल सेवाए परिमण्डल, अम्बाला।

**HARYANA GOVERNMENT**  
**IRRIGATION DEPARTMENT**  
**Declaration**

The 2nd February, 2016

**No. 1184/11-L.**—Whereas, the Governor of Haryana is satisfied that the land specified below is needed by the Government at public expenses, for public purpose, namely, for the construction of Nalvi Disty from RD 45100 to 110000 (left out killa nos.) in village Mohra, Tehsil Ambala, District Ambala and in village Nagla & Kalsana, Tehsil Shahbad, Distt. Kurukshetra for which notification has been issued under Section -11 of LARR act 2013 *vide* Haryana Government Notification No.18/5/2015-71W, dated 18.6.2015 in Haryana Government Gazette.

It is hereby declared that the land described in the specification below is required for the above purpose.

This declaration is made under the provisions of Section 19 of L.A.R.R. Act 2013 for the information of all to whom it may concerned and under the provision of Section 19 of the said Act. There is no requirement of action to be taken under Section 15, 16, 17 & 18 as there is no rehabilitation or resettlement scheme involved in the acquisition of land in above mentioned villages.

And under the provision said Act the District Revenue Officer-Cum-Land Acquisition Collector, Ambala hereby directed to take order for acquisition of the said land.

The plan of the land may be inspected in the office of District Revenue Officer-Cum-Land Acquisition Collector, Ambala or Executive Engineer, SYL water services division Ambala.

**Specifications**

Name of District	Tehsil	Name of village	Hadbast No.	Area in acre		Rectangle No.	Khasra No/Killa No.	Total Area	
				Kanal	Marla			Kanal	Marla
1	2	3	4	5	6	7	8	9	10
Ambala	Ambala	Mohra	188	0	8	36	1	0	8
		<b>Total</b>		<b>0.05 acres</b>				<b>0</b>	<b>8</b>
Kurukshetra	Shahbad	Nagla	255	1	4	25	23/2/2	1	4
				1	8	43	1/2	1	8
				1	10	43	10/2	1	10
				0	8	44	16	0	8
				0	10	6	24	0	10
		<b>Total</b>		<b>0.625 acres</b>				<b>5</b>	<b>0</b>
Kurukshetra	Shahbad	Kalsana	266	1	0	121	16/2	1	0

Name of District	Tehsil	Name of village	Hadbast No.	Area in acre		Rectangle No.	Khasra No/Killa No.	Total Area	
				Kanal	Marla			Kanal	Marla
		<b>Total</b>		<b>0.125 acres</b>				<b>1</b>	<b>0</b>
		<b>G.Total</b>		<b>0.80 acres</b>				<b>6</b>	<b>8</b>

JAI DEEP RAO,  
Superintending Engineer,  
SYL, W/S Circle, Ambala.

**HARYANA GOVERNMENT**  
**HIGHER EDUCATION DEPARTMENT**

**Notification**

The 18th January, 2016

**No. KW 20/26-2012 UNP (5).**—In exercise of the powers conferred by Sub-section (4) of Section 32 of Haryana Private Universities Act, 2006 and all other powers enabling him in this behalf, the Governor of Haryana hereby allows Al-Falah University, Dhauj, Faridabad to frame its First Ordinance.

VIJAI VARDHAN,  
Additional Chief Secretary to Government Haryana,  
Higher Education Department, Chadigarh.

## AL- FALAH UNIVERSITY, FARIDABAD, HARYANA

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## CHAPTER-1

### SHORT TITLE, COMMENCEMENT AND DEFINITIONS

#### 1. SHORT TITLE, COMMENCEMENT

- i. The “Ordinance” means the First Ordinance of Al-Falah University, Dhauj, Faridabad, Haryana framed under section 32 of the Haryana Private Universities Act 2006 as amended from time to time.
- ii. The Ordinance shall come into force with effect from the date of its Notification.
- iii. The Ordinance is subject to the provisions of the Haryana Private Universities Act, 2006, as amended from time to time.
- iv. Subject to the provisions of Haryana Private Universities Act, 2006, as amended from time to time, nothing in this Ordinance shall debar the University from amending the ordinance in part or whole.

#### 2. Definitions:

The definitions, provided in section 2 of the Haryana Private Universities Act 32 of 2006 as amended from time to time shall apply to this Ordinance of Al-Falah University, Dhauj, Faridabad, Haryana.

- i. “Head of the Department” means the Head of the Department of a School; or Head of a Department of a constituent unit, and/or any such post that may designated as such by the Academic Council for the purpose of this Ordinance.
- ii. “Sponsoring Body” in relation to Al-Falah University, Dhauj, Faridabad, Haryana means “Al-Falah Charitable Trust, Al-Falah House, 274-A, Okhla, Jamia Nagar, New Delhi-110025.
- iii. “Statute” means the Statute of the University.
- iv. “University” means Al-Falah University, Dhauj, Faridabad, Haryana established as per provisions and under the Haryana Private Universities Act 2006 as amended from time to time.
- v. “Year” means Academic Year unless otherwise specified.

## **CHAPTER-2**

### **EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE VICE CHANCELLOR**

The Vice-Chancellor shall receive a salary as follows:

1. Pay: As notified by the University Grants Commission from time to time.
2. Other Allowances: As approved by the appointing authority of the University from time to time.

The other terms and conditions of the service of the Vice Chancellor shall be as prescribed by the Governing Body.



### **CHAPTER-3**

#### **EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE REGISTRAR**

The Registrar shall receive a salary as follows:

1. Pay: As notified by the University Grants Commission from time to time.
2. Other Allowances: As approved by the appointing authority of the University from time to time.
3. The appointment, functions and powers of the Registrar shall be as prescribed in the Statutes apart from those provided in the Act.

The other terms and conditions of the service of the Registrar shall be as prescribed by the Board of Management (BOM).

## **CHAPTER- 4**

### **EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE CONTROLLER OF EXAMINATIONS**

The Controller of Examinations shall receive a salary as follows:

1. Pay: As notified by the University Grants Commission from time to time.
2. Other Allowances: As approved by the appointing authority of the University from time to time.
3. The appointment, functions and powers of the Controller of Examinations shall be as prescribed in the Statutes apart from those provided in the Act.

The other terms and conditions of the service of the Controller of Examinations shall be as prescribed by the Board of Management (BOM).

## **CHAPTER- 5**

### **EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE CHIEF FINANCE AND ACCOUNTS OFFICER**

The Chief Finance and Accounts Officer shall receive a salary as follows:

1. Pay: As notified by the University Grants Commission from time to time.
2. Other Allowances: As approved by the appointing authority of the University from time to time.
3. The appointment, functions and powers of the Chief Finance and Accounts Officer shall be as prescribed in the Statutes.

The other terms and conditions of the service of the Chief Finance and Accounts Officer shall be as prescribed by the Board of Management (BOM).

## CHAPTER- 6

### POWERS AND FUNCTIONS OF THE DEAN STUDENTS' WELFARE

1. The Dean Students' Welfare shall look after the general welfare of the students outside the classroom which contribute to the growth and development of their personality. The Dean Student's Welfare shall endeavour to promote understanding among the students of fuller realization of their objects through fruitful intellectual, social, cultural and corporate life in the University.
2. The Dean Student's Welfare shall assist the Vice-Chancellor in all matters affecting students generally and shall exercise such powers and perform such other duties as assigned to the Dean Student's Welfare by the Vice-Chancellor.
3. In addition to all other duties, the Dean Student's Welfare shall perform duties and functions in respect of the following matters in consultation and coordination with other relevant Officers and units of the University:
  - i. arrangement of facilities for educational tours and excursions and participation in sports activities outside the University;
  - ii. organization of social and cultural activities with students participation;
  - iii. organization of student bodies in the University and their functioning ;
  - iv. help in maintaining healthy student-teacher relationship;
  - v. help secure financial aid to needy students;
  - vi. securing fellowships or scholarships for further studies in the country or abroad;
  - vii. coordinate health and medical services;
  - viii. provide student counselling;
  - ix. special arrangement to be provided, if any, to women students, and differently able students;
  - x. liaison between University administration and students;
  - xi. provide student-information services
  - xii. provide information to Foreign Students ( for visa etc.)
  - xiii. alumni association; and
  - xiv. help in issue of certificates as authorized and delegated by the Vice-Chancellor.

4. The Dean Student's Welfare shall maintain essential particulars of each student from the date of his enrolment in the University.
5. The Dean Student's Welfare may communicate with the parents/ guardians of the students in respect of any matter requiring assistance and cooperation of the parents/guardians.
6. The Dean Student's Welfare will function under the control of the Vice-Chancellor and will be a member of Discipline Committee and other Committees involving students and students' matters.
7. The Dean Student's Welfare shall report to the Vice-Chancellor the cases of students who require special attention or whose conduct and activities are not in the best interests of the University or who are not likely to profit by their continuance in the University.

## **CHAPTER- 7**

### **EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE LIBRARIAN**

1. The Librarian shall be a whole-time salaried officer appointed by the Chancellor on the basis of direct recruitment on the recommendation of a Selection committee constituted for the purpose for a tenure of three years which can be renewed for a similar term by the Chancellor and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Board of Management from time to time.  
Provided that the Librarian shall retire on attaining the age of sixty five years.
2. When the office of the Librarian is vacant or when the Librarian is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
3. The Librarian shall be entitled to such Leave, Allowances, Provident Fund and other terminal benefits as prescribed by the University from time to time for its non vocational staff.
4. The Librarian shall exercise such powers and perform such duties as may be assigned to him / her by the Board of Management.

## CHAPTER- 8

### POWERS AND FUNCTIONS OF PROCTOR

1. The Proctor shall be appointed by the Vice-Chancellor from amongst the teachers of the University not below the rank of Associate Professor and shall exercise such powers and perform such duties in respect of the maintenance of discipline among students, as may be delegated/ assigned to him/her by the Vice-Chancellor.  
"Students", referred to above, mean regular/ex- students of the University on the rolls of Departments of Studies/Hostels/Centres/Schools.
2. The Proctor shall hold office for a period of two years and shall be eligible for reappointment.
3. The Proctor shall have all such powers delegated to him/her by the Vice-Chancellor.
4. The Proctor shall be entitled to such allowances and amenities as the Board of Management may approve from time to time.
5. The Proctor shall be the Secretary of the Discipline Committee, and he/she shall convene the meetings of the Committee.
6. The Proctor shall be assisted by Deputy Proctors and Assistant Proctors appointed by the Vice-Chancellor for a term of two years.
7. The Deputy Proctors and Assistant Proctors shall be entitled to such allowances and amenities as the Board of Management may approve from time to time.
8. The Proctor shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases.
9. The Proctor shall :
  - i. monitor the disciplinary climate prevailing in the student community;
  - ii. take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;
  - iii. collect relevant facts about the incidents of indiscipline, evaluate the evidence and decide/recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary, the Proctor shall place the relevant information before the Vice-Chancellor or the Discipline Committee for their decision; and
  - iv. issue all orders relating to disciplinary proceedings against students.

10. The Proctor shall make arrangement for the parking/ stands for the Motorcycles/ Cars in the Campus.
11. The Proctor shall maintain liaison with the local Administration in matters regarding the law and order situation in the University Campus.
12. The Proctor shall have the powers:
  - i. to suspend or institute proceedings in cases of breach of discipline, referred to him/her by the Vice-Chancellor or reported to him/her by any other person or noticed by himself/herself;
  - ii. to suspend or gate off a student up to a maximum period of two weeks;
  - iii. to impose a fine as prescribed by the University from time to time.
13. In all cases of disciplinary action, where the Proctor dealing with the matter considers that a higher punishment than he/she has power to impose is required, he/she shall report the same to the Discipline Committee for suitable action.
14. The Proctor shall make arrangement for VIP Security.
15. The Proctor shall make arrangement for Protection of University property.
16. The Proctor shall perform such other functions as the Vice-Chancellor may direct from time to time.



## CHAPTER- 9

### POWERS AND FUNCTIONS OF PROVOST

The Provost shall:

1. supervise the Hostels/ Halls in matters relating to the Hostels/ Halls overall functioning, the resident students' welfare, and discipline;
2. inspect periodically the Hostels/ Halls and be in contact with the Wardens, Chief Wardens, staff and students;
3. permit stay of any guest according to the Hostel/ Halls Regulations;
4. have the power to take punitive action, including the ordering of eviction of a resident from the Hostel/ Halls;
5. prepare the budget of the Hostel /Halls of residence and operate it after it has been duly approved by the University;
6. ensure maintenance of discipline and decorum in the premises of the Halls/Hostel of residence;
7. be responsible for all matters relating to health, hygiene, sickness, food, sanitation and cleanliness of the Halls/ Hostels ;
8. supervise the functioning of the Mess and the working of the Mess Staff;
9. supervise the system of purchases of mess stores and provisions etc.;
10. ensure the correctness of receipts, issuance of mess stores, crockery etc. and or /the stock balance;
11. attest all entries in the relevant Stock Register and check the valuation of the closing stock;
12. check and certify the bills received from suppliers with reference to the Stock register;
13. be responsible for drawl and adjustment of temporary advance;
14. suspend mess facilities in respect of resident students defaulting payment of Mess Bills; and
15. be responsible for the overall security of the Hostels/ Halls and will coordinate his/her responsibility with the security staff of the University.

## CHAPTER- 10

### ADMISSION OF STUDENTS

1. Application form for admission to the various programmes offered by University shall be as prescribed by the Academic Council of the University from time to time.
2. The last date for the receipt of applications for admission to various Schools of the University shall be fixed each year by the Academic Council.
3. The last date for admission to the Schools of the University shall be fixed each year by the Academic Council.
4. The number of students to be admitted in the Schools of the University in the coming session shall be prescribed each year by the Academic Council.
5. Admission in the University shall be made strictly on the basis of merit as per Section 35 (1) of the Act.

That being the Minority Institution the zone of consideration for determination of merit shall be limited only to the students belonging to that Minority Community.

6. However, provided that in case of courses where the intake of students is small, admission shall be made on the basis of the merit adjudged through the marks obtained in the qualifying examination. The decision to this effect will be taken by the Academic Council on the recommendation of the Board of School.
7. The Entrance Examination shall be held at headquarters and such other places as notified by the university from time to time.
8. Question Paper(s) for entrance examination(s) shall be set by expert(s) appointed by the Vice Chancellor.
9. During an entrance examination the candidates shall be under the disciplinary control of the Chief Superintendent to be appointed by the Controller of Examinations, whose instruction on the conduct of examination shall be final and binding.
10. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, he/she may be expelled from the examination.

11. The Chief Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee for such further action as the Committee may deem fit.
12. Admissions to the various programmes of studies shall be made by the Centralized Co-ordination Admission Committee constituted by the Vice Chancellor.
13. The syllabi, format, duration, scheme of evaluation of the entrance examination shall be decided by the Centralized Co-ordination Admission Committee and approved by the Academic Council.
14. Minimum qualifications for admission to the programmes in various Department/Centres shall be prescribed by the Academic Council in consultation with the Dean of the School/Heads of the Department/Centres each year, subject to the concessions provided for by the Regulations.
15. In case of a tie/bracketed score in the marks scored in the entrance test, the marks obtained in the qualifying exam will be taken in consideration for deciding merit.
16. Only such candidates who have passed an examination of an Indian University /Board established or recognized by State/Central governments or such other examination as has been recognized equivalent by State/Central Governments / university shall be considered for admission.
17. The commencement of classes for all courses shall be governed by the UGC norms concerning Minimum Standards of Instruction for the Grant of Degrees as issued and amended from time to time.
18. The minimum and maximum duration for the programmes offered by the University as prescribed by the Regulations.
19. A candidate shall be admitted to the programme in a School on his/her enrolment as a student of the University after paying the fee prescribed by the University.
20. If at any time it is discovered that a candidate has made a false or incorrect statement or other fraudulent means have been used for securing admission his/her name shall be removed from the rolls of the University.
21. **Centralized Co-ordination Admission Committee**
  - i. **COMPOSITION OF THE COMMITTEE**

The Centralized Co-ordination Admission Committee shall consist of the members namely :

- a. Dean nominated by the Chancellor - Chairperson
- b. Two Heads of the Department nominated by the Vice Chancellor - Members
- c. Two teachers nominated by Vice- Chancellor - Members
- d. Controller of Examinations or his nominee not below the rank of Deputy Controller of Examinations - Convener

ii. TERMS OF THE MEMBERS AND QUORUM

- a. The members of the Centralized Co-ordination Admission Committee shall hold office for a term of one academic year.
- b. The Chairman of Centralized Co-ordination Admission Committee may co-opt not more than three members of the Department/Centre representing different areas of specialization under intimation to the Vice-Chancellor.
- c. Not less than half of total number of members of the Centralized Co-ordination Admission Committee shall form the quorum.

iii. ELIGIBILITY CONDITIONS AND RESERVATION OF SEATS FOR VARIOUS CATEGORIES OF STUDENTS.

- A. Eligibility for Admission: The minimum eligibility criteria for admission for each of the course shall be as prescribed by the Academic Council.
- B. Reservation of Seats
  - a. Save as otherwise provided, seats in various courses shall be reserved or special provisions be made for certain categories of candidates as details given below :
  - b. Candidates seeking admission under below noted category shall be required to fulfill the prescribed eligibility conditions of the admission requirement of the course.
  - c. The relaxation in the minimum prescribed percentage of marks in the qualifying examination for admission to a course shall be permissible only in one of the categories.
  - d. If a candidate in the reserved category qualifies for admission in the general category he/she shall be admitted to the general category.

- e. If sufficient number of candidates are not available in a particular reserved category, such vacant seats shall be transferred to the general category.

iv. Special provision for Admission:

**A. Outstanding Players**

A specified number of seats in both the under-graduate and post-graduate courses, may be earmarked by the Academic Council for admissions subject to the minimum marks as prescribed by the regulatory authorities by relaxing to the extent of 5% of marks in the aggregate or in one subject, as the case may be, will be given to outstanding players and sports persons, who have represented their Universities/Region/State, provided that they fulfill the minimum eligibility requirements prescribed for seeking admission to various courses.

**B. N. C. C. Cadets**

- i. A specified number of seats in both the under-graduate and post-graduate courses, may be earmarked by the Academic Council for admissions subject to the minimum marks prescribed by the regulatory authorities by relaxing to the extent of 5% of marks in the aggregate or in one subject, as the case may be, will be given to NCC Cadets having the following NCC Certificates for admission to all courses, provided that they fulfill the minimum eligibility requirements prescribed for seeking admission to various courses.

- a. "A" Certificate for admission to undergraduate courses.

- b. "B" or "C" Certificate for admission to a postgraduate course: and

- ii. Students admitted on the basis of NCC will have to continue in the NCC at least for one year.
- iii. The relaxation of marks on the basis of NCC Certificate shall be permissible on the production of a certificate duly verified by the NCC Officer of the University or NCC Area Commanding Officer.

**C. Differently abled persons**

A specified number of seats over and above the intake or as fixed by the regulatory bodies in both the under-graduate and post-graduate courses, may be earmarked by the Academic Council for admissions subject to the minimum

marks prescribed by the regulatory authorities by relaxing to the extent of 5% of marks in the aggregate or in one subject, as the case may be, will be given to differently abled persons provided they produce the certificate from the competent authority and fulfill the minimum eligibility requirements prescribed for seeking admission to various courses.

#### **D. Foreign Students**

- i. The admission of foreign students will be made subject to (i) condition laid down by Govt. of India (ii) satisfying conditions as laid down from time to time by the Academic Council including entrance test if any.
- ii. In addition to the above provision the foreign candidates sponsored by the Government of India, may also be admitted.
- iii. Every foreign student shall have to undergo a medical test (including test for AIDS) within a week from the date of admission.
- iv. Foreign students admitted in University shall produce student visa within one month after completion of the admission. In case of failure to produce such certificate within the stipulated period the admission shall stand cancelled.
- v. Application for admission shall be submitted to the Centralized Co-ordination Admission Committee.

Subject to the conditions stipulated by the Regulatory authorities the seats reserved under I,II,III, and IV above shall be over and above the seats allotted to each course recommended by the Centralized Co-ordination Admission Committee.

#### **E. ENROLMENT, MIGRATION AND TRANSFER OF STUDENTS**

No student shall be eligible for admission to any Under-Graduate or Post-Graduate Course of study under this University on migration from any other University or Board unless he has passed the equivalent examination or examinations of the University or Board as prescribed by the Ordinances for admission to the concerned Course or Courses by this University.

Provided that the application for admission must be supported by:

1. A migration/no objection certificate from the concerned University/ Board;  
and

2. A certificate from the Principal of the College in which last studied testifying the record of attendance and conduct of the student.

Provided that the application of a student who has not completed his Course of study and has not appeared at the examination for which he was reading in any other University or Board in India shall be considered for admission in a Course of this University whose pattern and syllabi are similar to that Course studied by him in the former University/Board.

## **CHAPTER- 11**

### **COURSES OF STUDY**

1. There shall be Courses of Study in the University for the Degrees, Diplomas and Certificates in various Schools as decided by the University and approved by the competent body from time to time.
2. The Regulations in respect of all the Courses shall be framed by the University.

In addition to the above the Academic Council shall have the power to introduce, modify or discontinue a programme on the recommendations of the concerned Board of Schools.

3. The percentage of marks as given in the minimum eligibility requirements and allotted seats shall be approved by the Academic Council from time to time.
4. The Degrees/Diplomas/Certificates as decided by the University in the minimum eligibility conditions shall be from those Universities/ Institutions/ Boards which have been recognized by the University.



## CHAPTER- 12

### AWARD OF DEGREES, DIPLOMAS AND CERTIFICATES

1. All the Courses of study leading to award of respective Degrees/ Diplomas/Certificates shall be conducted by the Schools / Departments / Centres established by the University.
2. **Duration of the Course:**
  - i. The duration of the Course shall be as prescribed by the Regulatory Bodies/University.
  - ii. M.Phil. and Ph.D. Programmes shall be governed as per UGC norms / regulations (2009) as issued and amended from time to time.
  - iii. The duration of the Certificate/Diploma Programmes shall be as prescribed by the University.
  - iv. A Student shall be required to have attendance as specified in Regulations of the University.
3. **Eligibility for admission:** The eligibility criteria for admission to various Courses offered by the University shall be as approved by the Academic Council or any other body authorized for the purpose from time to time.
4. **Courses of study and framing of the Syllabi.**
  - i. The Courses in a Subject of study shall be those approved by the Academic Council, on the recommendations of the Board of School, Board of Studies of the Department /Centre concerned.
  - ii. The Syllabi/Course structure for the Programme of study shall be as approved by the Academic Council on the recommendations of the Board of School, Board of Studies of the Department /Centre concerned.
5. **Removal of Students from the Courses:** The Dean of the School on a reference from a Department or Centre may recommend to the Vice-Chancellor the removal of a student from a Course on the basis of unsatisfactory academic performance and / or misconduct (as defined in the Regulations / Rules).

6. **Conferment of Honorary Degrees.**

Board of Management may, on the recommendation of the Academic Council and by resolution passed by a majority of not less than two-thirds of the members present and voting, make proposals to the Chancellor for the conferment of Honorary Degrees.

Provided that in exceptional cases, the Board of Management may on its own, make such proposals which will be reported in the next meeting of the Academic Council.

7. The following Honorary Degrees may be conferred upon a person on the ground that he/she is, by reason of eminent position and attainments or by virtue of his/her contribution to learning or eminent services to the cause of Education or Society, a fit and proper person to receive such Degree(s):

- |      |  |           |
|------|--|-----------|
| i.   | Doctor of Laws                           | (LL.D.)   |
| ii.  | Doctor of Literature / Doctor of Letters | (D.Litt.) |
| iii. | Doctor of Science                        | (D.Sc.)   |

Degrees, including Honorary Degrees, shall be conferred at Convocation / Special Convocation and may be taken in person or in absentia.

## **CHAPTER- 13**

### **AWARD OF FELLOWSHIP, SCHOLARSHIPS, STUDENTSHIPS, MEDALS AND PRIZES**

1. In order to encourage meritorious and deserving students to pursue Courses of studies and research in the University without great financial strain, the University shall strive to provide for adequate number of Scholarships, Fellowships, Studentships and Free-ships, for financial help, and also provide for award of Medals and Prizes.
2. Scholarships in every subject to be awarded to the students of the University subject to availability of funds. Procedure for award of the same will be laid down in the Regulations.
3. Fee concession in the form of half and full Free-ships of tuition fee as decided by the University from time to time.
4. There shall also be a scheme of merit Scholarship, subject to availability of funds, where the first and second rank holders in every subject will be awarded Scholarship, the quantum of which shall be decided by the University from time to time.
5. All types of Scholarships and Free-ships shall be administered at the University level by a Committee to be constituted by the Vice-Chancellor.
6. Fellowships instituted in the University, subject to availability of funds, for studies or research as approved by the University or other funding Agencies from time to time.
7. There shall be a scheme to award medals/ prizes to the meritorious students of the University for their best performance in various University Examinations.
8. The University shall have power to institute endowments from time to time in accordance with the University Rules.

## CHAPTER- 14

### FEE STRUCTURE FOR THE VARIOUS COURSES

1. The Board of Management on the recommendations of the Academic Council shall, from time to time prescribe the fees payable by students.
2. Students admitted to various programmes of studies shall pay the fees as prescribed.
3. **Due date and mode of payment:**
  - i. The students shall deposit fees as prescribed by the University from time to time.
  - ii. Fees shall be paid on or before the date fixed by the University.
4. **Delay or default in payment:**
  - i. If a student does not pay fee on time, a fine shall be levied as decided by the University from time to time.
  - ii. The Chancellor, or his authorized/nominated officer of the University may relax any of the conditions for payment of fees in special cases.
  - iii. Names of the defaulters, which shall be put up on the Notice Board shall be removed from the rolls of the University with effect from the first day of the following month.
  - iv. A student whose name has been struck off from rolls of the University may be re-admitted on the recommendations of the Dean of the School/Head of the Department concerned and on payment of arrears of fees in full and other dues, together with a re-admission fee as fixed by the University. However, such re-admission shall be within the same semester and subject to the student fulfilling the minimum attendance criteria.

- v. Whenever a student proposes to withdraw from the University, he shall submit an application to the Dean of the School concerned through the Head of the Department/Centre intimating the date of his/her withdrawal. If he fails to do so, his/her name shall continue to be kept on the rolls of the University for maximum period of one month following the month up to which he has paid the fees. He shall also be required to pay all fees/charges that may fall due during this/her period.

## 5. Concession in fee

- i. The University, on the recommendations of a Committee consisting of the following, shall grant free-ships up to the percentage which may be prescribed by the University from time to time.
  - a. Dean Student Welfare – Chairperson
  - b. Three Heads of Department /Centres nominated by the Vice Chancellor.
  - c. A nominee of the Chancellor
- ii. The University may decide from time to time the number of full, half and one fourth free-ship available on yearly basis.
- iii. Applications for concession in fees shall be submitted on the prescribed form to the Dean Students Welfare through the Head of the Department/Centre by the date as fixed by the University. Applications received after that date shall not ordinarily be entertained.
- iv. The following factors shall be taken into account while making recommendations on the applications of students for grant of free-ships:
  - i.
    - a. Academic record of the student;
    - b. His/her progress in studies in the case of renewal of free-ships;
    - c. His/her financial position; and
    - d. Any other factor, which shall also be recorded.
  - ii. The list of students to whom concessions have been awarded ordinarily shall be notified by the date fixed by the University.

- v. Free-ships granted during the academic year shall not be renewed automatically in the following year. The students in need of such concession shall submit fresh applications every year, which shall be considered along with new applications received in the year.
- vi. A free-ship granted to a student may be cancelled if his/her conduct or progress in studies is found to be unsatisfactory or if his/her financial condition improves and he is no longer in need of fee concession.

6. Refund of fees, security deposit etc.:

The refund of fee and security deposit etc. shall be as prescribed by the regulation of the University.

- i. Security deposit or caution money are refundable, on an application from the student on his/her leaving the University, after deducting all dues, fines and other claims against him.
- ii. If any student does not claim the refund of any amount lying to his/her credit within one calendar year of his/her leaving the University, it shall be considered to be his/her contribution to the Student's Aid Fund.

Explanation:

The period of one year shall be reckoned from the date of announcement of the result of the examination taken by the student or the date from which his/her name is struck off from the rolls of the University.

- iii. If, after having paid the fees, a candidate desires his/her admission to be cancelled, he shall be refunded all fees and deposits except Tuition fee for one month, Admission Fee and Enrolment fee, provided his/her application for withdrawal is received by the Registrar at least five clear days before the commencement of the academic session concerned or within five clear days after the completion of admission.
- iv. If, after having paid his/her fees a candidate does not join the University, only the sports fee and security Deposit shall be refunded to him/her,

provided his/her application for withdrawal is received by the Registrar not later than 15 clear days after the commencement of the academic session concerned.

- v. Application for withdrawal received after the expiry of 15 days from the commencement of the academic session would entitle a student for the refund of Security Deposit/Caution Money only.
  - vi. If a Student owes any money to the University on account of any damage he may have caused to the University property, it shall be along with outstanding Tuition Fee and fines, may be deducted from the Security Deposit due to him or Detailed Marks Certificate (DMC) and Degree Certificates shall not be issued to him/her.
7. Students shall not be issued Hall Tickets or allowed to appear at the Examinations unless they have cleared their dues and paid the examination fee.
8. Fees for issuing Transfer, Provisional and other certificates as prescribed by Regulations.

## **CHAPTER- 15**

### **CONDITIONS OF RESIDENCE OF THE STUDENTS OF THE UNIVERSITY**

The objectives of the Halls of Residence are as follows:

#### **1. Hall means a group of Hostels**

- i. to provide to the students of the University a congenial place to live so that they can devote themselves to pursuit of higher learning;
- ii. to provide enlightened guardianship to the students during an impressionable age when they are living away from their parents/guardians;
- iii. to ensure that students coming from different backgrounds have an opportunity to live together, imbibe a spirit of co - operation and goodwill and acquire broader societal frame;
- iv. to provide opportunities for co-curricular and extra-curricular activities for all round development or individual personality and for giving expression to their artistic and creative talent; and
- v. to develop in the students the capacity to govern their own affairs.

#### **2. Residence in Campus**

- i. The students residing in the Halls of Residence shall pay such fee as may be prescribed by the relevant regulations from time to time.
- ii. The University shall maintain such Halls of Residence as may be necessary to fulfill the objectives of residence.
- iii. Every Hall of Residence shall have a name as the University may assign to it.
- iv. A Hall of Residence may accommodate reasonable number of students.
- v. Each Hall of Residence shall be under the charge of a Provost.

#### **3. Supervision and Control - Central Committee on Residence**

- i. The supervision and control of the Hall of Residence is vested in the Vice - Chancellor. The Provost will assist the Vice -Chancellor in performing his function with the help of Central Committee on Residence.
- ii. The Central Committee shall be appointed by the Vice-Chancellor or by such



person he may specify on his behalf and shall comprise the following:

- a. Dean Students' Welfare
- b. Provost
- c. Proctor
- d. Director of Sports
- e. Wardens of Halls of Residence maintained by the University by rotation.

Provided one of the members shall be woman.

- iii. The term of office of the Central Committee shall be two years.
- iv. The functions of the Committee shall be as follows:
  - a. Management, selection and admission of students to the University Halls of Residence.
  - b. Supervision of the Halls of Residence and advice University on matters of policy, etc; relating to their management;
  - c. Maintenance of discipline amongst the resident students;
  - d. Transfer of a student from one Hall to another; and
  - e. Such other duties as may be assigned by the Vice-Chancellor.
- v. The Committee may admonish a student for misconduct, may impose a fine as fixed by the University on a student, may remove a student from the Hostel.
- vi. The Central Committee shall meet as often as necessary and at least twice in every semester. Meetings shall be convened and presided over by the Dean Students' Welfare and 1/3 of its members shall form the quorum.
- vii. The Dean Students' Welfare shall submit the decision of the Committee to the Vice - Chancellor who will, wherever necessary, place it before the Academic Council for consideration and further action.

#### **4. Warden, Prefect and Local Committee**

- i. The management of Halls of Residence and the Mess attached to it shall vest in the Provost who will be assisted by the Warden, Prefect, appointed by the Local Committee which may consist of:

- a. Warden – Chairperson;
  - b. Prefect; and
  - c. Three to five students of the Hall of Residence.
- ii. The Local Committee shall be appointed by the Warden and its term of office shall be one year.
- iii. One or more Prefects may be appointed by the Warden who shall assign him/her such duties as he may deem proper for the smooth functioning of the Hall of Residence.
- iv. The Prefect shall hold office for one year.

## **5. Eligibility and Procedure**

Admissions to Halls of Residence: Students registered for full-time programmes of study, and who are not employed anywhere, are eligible to apply for accommodation in the Hostel of the University and will be given first preference.

- i. As soon as a student ceases to satisfy any one of the conditions above, he will become ineligible for accommodation in the Hostel.
- ii. Students desirous of residing in University hall may apply in the prescribed form after admission to the Course in the Department.
- iii. The Heads of Departments may forward all applications of selected candidates for admission to their respective departments to the Dean, Student's Welfare. The applications shall be scrutinized by the Central Committee which will allot a room in the Hostel to each applicant.
- iv. Students joining the University for the first time and those from distant places will be given preference for accommodation in the Hostel.
- v. The accommodation will be allotted for one academic year at a time. Every student shall submit a fresh application for admission to Hostel in every subsequent year of study. The applications should reach the Warden of the Hostel concerned at least 15 days before the end of the previous academic session each year. Re-admission will be permitted only after the resident is admitted to a programme of study and after furnishing proof of having paid all Hall/tuition dues.
- vi. Research personnel on projects sponsored by funding agency will be

accommodated in a Hall of Residence during the tenure of the project subject to availability.

#### 6. Appointment, Powers And Functions of Wardens

Wardens of Hostel shall be appointed by the Vice-Chancellor for a period of two years and they shall be eligible for reappointment.

- i. The Wardens of the Hostel shall perform such duties as are assigned to them by the Vice - Chancellor from time to time and they shall function in consultation with the Provost.
- ii. Subject to the guidelines of the Central Admission Committee the Warden shall allot rooms to the students and maintain a list of students along with permanent addresses of guardians and such other information as may be required, in a form prescribed by the appropriate authority.
- iii. In addition to the specific duties assigned by the Vice Chancellor the Wardens shall perform the following duties:
  - a. Welfare of and discipline amongst the residents in the Hostel and to maintain daily record of the resident students such as students present each day, students absent from the Hostel together with reasons for absence.
  - b. Oversee health, hygiene and general life of the students in the Hostel and to ensure that the students observe the Regulations and discipline in accordance with the Rules framed thereof.
  - c. Report to the Provost all cases of misbehaviour, indiscipline and illness of students residing in his Hostel.
  - d. Safe custody and maintenance of such properties of the concerned Hostel as are entrusted for their repairs within the funds allotted and norms laid down by the University authorities for the same.
- iv. The Warden shall have the right to inspect rooms.

- v. The Wardens shall have administrative control over the staff assigned to the Hall of Residence.
- vi. The Warden be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students.
- vii. The Warden shall be responsible for the proper up keep and maintenance of such properties of the concerned Hostel, as are under his/her charge.
- viii. The Warden shall allot and supervise Rooms and Guest Rooms.
- ix. The Warden shall check the Resident Student's Register and the Guest Room Register.
- x. The Warden shall take disciplinary action against a resident student for keeping any unauthorized guest.
- xi. The Warden shall order double-locking of rooms of resident students and their re-opening, when required.
- xii. The Warden shall take action for the eviction of resident students in consultation with the Provost.
- xiii. The Warden shall periodically verify the furniture and fittings of the rooms with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.
- xiv. In case of misuse / damage of the property in the Hostel by the students, the Warden shall impose necessary fines including withholding of the hostel deposit amount.
- xv. Unfurnished residential accommodation will be provided to a Warden on rent-free basis for the period of his/her duties,
- xvi. He / she shall be entitled to such allowance/special pay as may determine by the University from time to time.
- xvii. On the expiry of his/her term or on the termination of his/her appointment, the Warden shall be required to vacate his/her

accommodation. The Warden shall also be required to vacate the room before proceeding on leave for a period exceeding 30 days during his/her tenure, unless he/she is granted - special permission by the Vice-Chancellor on the recommendation of the Provost concerned for retaining the room.

## **7. MISCELLANEOUS**

- i. All students of the University, residing on campus, shall be under the disciplinary control of the Vice - Chancellor, and of the authorities of the University.
- ii. The conditions of admission, accommodation and the organization of mess in the Hostel maintained by Warden shall be in accordance with the Rules which may be framed in this regard by the University.
- iii. The prior approval of the Provost shall be necessary for a Warden to go on leave.

When a Warden is on leave his/her responsibilities and functions will be distributed by the Provost among other Wardens for the duration of his/her absence.

## **CHAPTER- 16**

### **STUDENTS DISCIPLINE**

1. Discipline includes the observance of good conduct and orderly behaviour by the students of the University;
2. The following and such other Regulations as framed by the University from time to time, shall strictly be observed by the students of the University;
  - i. Every student of the University shall maintain discipline and consider it his/her duty to behave decently at all places;
  - ii. No student shall visit places or areas declared by the University as "Out of Bounds" for the students;
  - iii. Every student shall always carry on his/her Identity Card issued by the competent authority;
  - iv. Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the University;
  - v. Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action;
  - vi. The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the competent authority/The Proctor ;
  - vii. If a student is found to be continuously absent from classes without information for a period of 15 days in one or more classes, his/her name shall be struck off the rolls. He/she may, however, be readmitted within the next fortnight by the Dean on payment of the prescribed readmission fee etc. He/she will not be re-admitted beyond the prescribed period.

3. Indiscipline shall include:

- i. Irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
- ii. Causing disturbance to a Class or the Office or the Library, the auditorium and the Play Ground etc.;
- iii. Disobeying the instructions of teachers or the authorities;
- iv. Misconduct or misbehaviour of any nature at meetings or during curricular or extra-curricular activities of the University;
- v. Misconduct or misbehaviour of any nature at the Examination Centre;
- vi. Misconduct or misbehaviour of any nature towards a teacher or any employee of the University or any visitor to the University;
- vii. Causing damage, spoiling or disfiguring to the property/equipment of the University;
- viii. Inciting others to do any of the aforesaid acts;
- ix. Giving publicity to misleading accounts or rumour amongst the students;
- x. Mischief, misbehaviour and/or nuisance committed by the residents of the hostels;
- xi. Visiting places or areas declared as out of bounds for the students;
- xii. Not carrying the Identity cards issued by the Proctor;
- xiii. Refusing to produce or surrender the Identity Card as and when required by - Proctorial and other Staff of the University;
- xiv. Any act and form of sexual harassment, ragging or discrimination on the basis of caste, category, religion, race;
- xv. Engaging in unlawful activities that includes membership of banned

organizations, organizing meetings and processions without due permission of the competent authorities; and

xvi. Any other conduct anywhere which is considered to be unbecoming of a student.

4. Students found guilty of breach of discipline shall be liable to such punishment, as prescribed below:

- i. Fine;
- ii. Campus Ban;
- iii. Expulsion; and
- iv. Rustication.

However, no such punishment shall be imposed on an erring student unless he / she is given a fair chance to defend himself / herself. This shall not preclude the Vice-Chancellor from suspending an erring student during the pendency of disciplinary proceedings against him / her.

5. All powers relating to discipline and disciplinary action in relation to the student shall vest in the Vice-Chancellor. However, the Vice-Chancellor may delegate all or any of his powers as he deems proper to the competent authority or to the Discipline Committee as the case may be or any functionary of the University.

6. (I) There shall be a Discipline Committee comprising of the following members:

- |  |                     |
|--|---------------------|
| a. Vice-Chancellor or his nominee  | - Chairperson       |
| b. Dean Students' Welfare  | - Member            |
| c. Deans of respective Schools   | - Member            |
| d. Provost , who shall be invited, when the<br>matter concerning his/her Hall of Residence<br>is required to be placed before the<br>Committee for consideration | - Member            |
| e. Proctor   | - Member/ Secretary |

(II) Subject to any powers conferred by the Act and the Statute on the Vice-Chancellor, the Committee shall take cognizance of all matters relating to



discipline and proper standards of behaviour of the students of the University and shall have the powers to punish the guilty as it deems appropriate.

- a. The said Committee shall, make such Regulations as it deems fit for the performance of its functions and these Regulations and any other Orders under them shall be binding on all the students of the University.
- b. The recommendations of the Discipline Committee shall be submitted to the Vice-Chancellor whose decision will be final and binding. However, the Vice-Chancellor, if he is of the opinion that the case merits review, may refer the case back to the Discipline Committee for reconsideration.
- c. Appeal against the decision of the Committee will be dealt with by the Chancellor.
- d. One-third of the total members shall constitute the quorum for a meeting of the said Committee.
- e. Copies of punishment award shall be placed in the Registration record of the student and will also be sent to the Vice Chancellor, concerned Dean of Schools and Departments, Registrar, Controller of Examinations, Deputy Registrar and Training and Placement Officer.
- f. Amendments and repeal: The Al Falah University students conduct and disciplinary provisions may be amended or repealed with the approval of competent authorities from time to time.

**CHAPTER- 17****ASSIGNMENT OF DEPARTMENTS TO VARIOUS SCHOOLS**

The assignment of various departments to various Schools shall be as under :

<b>SCHOOLS</b>	<b>DEPARTMENT</b>
Al-Falah School of Engineering and Technology	<ol style="list-style-type: none"> <li>1. Mechanical Engineering</li> <li>2. Mechanical and Automation Engineering.</li> <li>3. Electronics and Communication Engineering</li> <li>4. Electrical and Electronics Engineering</li> <li>5. Computer Science and Engineering</li> <li>6. Civil Engineering</li> <li>7. Information Technology</li> <li>8. Bio-Technology</li> <li>9. University Polytechnic</li> </ol>
Al-Falah School of Education and Training	<ol style="list-style-type: none"> <li>1. Educational Studies</li> <li>2. Teachers Training and Non formal Education</li> </ol>
Al-Falah School of Business Studies	<ol style="list-style-type: none"> <li>1. Management Studies</li> </ol>
Al-Falah School of Physical and Molecular Sciences	<ol style="list-style-type: none"> <li>1. Physics</li> <li>2. Chemistry</li> <li>3. Mathematics</li> <li>4. Biology</li> </ol>
Al-Falah School of Commerce	<ol style="list-style-type: none"> <li>1. Commerce</li> </ol>
Al-Falah School of Social Sciences	<ol style="list-style-type: none"> <li>1. Social Works</li> <li>2. Economics</li> <li>3. Political Science</li> <li>4. Psychology</li> </ol>
Al-Falah School of Computer Science	<ol style="list-style-type: none"> <li>1. Computer Applications</li> </ol>
Al-Falah School of Humanities and	<ol style="list-style-type: none"> <li>1. Geography</li> </ol>

Languages	<ol style="list-style-type: none"><li>2. History</li><li>3. English</li><li>4. Urdu</li><li>5. Hindi</li><li>6. Foreign Languages</li></ol>
Al-Falah School of Media Studies	<ol style="list-style-type: none"><li>1. Journalism</li><li>2. Mass Media and Education</li></ol>
Al-Falah School of Architecture	<ol style="list-style-type: none"><li>1. Architecture</li><li>2. Town and Country Planning</li></ol>
Al-Falah School of Legal Studies	<ol style="list-style-type: none"><li>1. Law</li></ol>
Al-Falah School of Health Sciences	<ol style="list-style-type: none"><li>1. Para Medical Science</li></ol>
Al-Falah School of Medical Science	<ol style="list-style-type: none"><li>1. Clinical<ol style="list-style-type: none"><li>i. General Medicine</li><li>ii. Pediatrics</li><li>iii. Psychiatry</li><li>iv. Dermatology</li><li>Venereology and Leprosy , Tuberculosis and</li><li>v. Respiratory disease</li><li>vi. Surgery</li><li>vii. Orthopedics</li><li>viii. Radiology</li><li>ix. Radio Therapy</li><li>x. ENT</li><li>xi. Ophthalmology</li><li>xii. Obstetrics and Gynecology</li><li>xiii. Dentist</li><li>xiv. Neurology</li></ol></li><li>2. Non- Clinical<ol style="list-style-type: none"><li>i. Anatomy</li><li>ii. Human Physiology</li></ol></li></ol>

- iii. Bio Chemistry
- iv. Pathology
- v. Micro Biology
- vi. Pharmacology
- vii. Forensic Medicine including Toxicology
- viii. Community Medicine

And such other faculties and departments as may be established by the University from time to time.

## **CHAPTER- 18**

### **DUTIES OF HEADS OF THE DEPARTMENT**

1. The Head of a Department shall convene and preside over meetings of the Department which shall be held at least once in a quarter.
2. He/she shall, under the general supervision of the Dean, responsible for the following:-
  - i. to organize and supervise the teaching and research activities in the Department;
  - ii. to frame the time table in conformity with the allocation of the teaching work made by the Department;
  - iii. to maintain discipline in the class room and laboratories through teachers;
  - iv. to assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
  - v. to assign work and exercise control over the non-teaching staff in the Department; and
  - vi. to perform such other functions as may be assigned to him/her from time to time by the Dean/ Board of the Management/ Academic Council and the Vice-Chancellor;

## **CHAPTER- 19**

### **CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS**

Ragging is prohibited and punishable under the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions (2009) as issued and amended by the UGC from time to time.

## CHAPTER- 20

### EMPLOYEES AND STUDENTS' GRIEVANCES REDRESSAL COMMITTEE

1. There shall be constituted a mechanism for the redressal of the grievances of Employees and Students of the University.

Unless otherwise mentioned:

—Studentll means all students who are registered for a Programme of study in any School/Centre/Department/University Polytechnic or Campus maintained by the University.

—Employeeell means any person appointed by the University and includes teachers and other staff of the University.

2. The Grievances Committee shall observe the following general principles:
  - i. The Campus Community should be made fully aware of the grievance redressal Mechanism;
  - ii. Every grievance from the student / staff should be registered and acknowledged;
  - iii. If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply;
  - iv. As a matter of general rule no grievances should be pending beyond the limit of three months;
  - v. The officer nominated by the Vice-Chancellor and the person responsible for addressing grievances should make himself/herself freely available to hear the grievances personally, at least once a week at fixed timings; and

- vi. He / she will take decisions on grievances which are pending for more than three months. Aggrieved parties who are not satisfied with redressal in subordinate/attached formation can approach the Vice-Chancellor for a decision.
3. Students Grievance Redressal Committee shall consist of the following members :
- |  |                   |
|--|-------------------|
| i. Dean Students' Welfare                  | - Chairperson     |
| ii. Three Nominees of the Vice-Chancellor. | - Members         |
| iii. Provost                               | - Member          |
| iv. Head of the Department concerned       | - Special invitee |
| v. Proctor                                 | - Convener        |
4. Powers And Functions :
- to entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group;
  - to enquire into the grievances, and make recommendations and report to the concerned authorities - Academic Council and Board of Management for redressal or suitable action; and
  - to recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.
5. Teachers' Grievances Committee
- There shall be constituted a Committee by the Vice Chancellor consisting of the following members:
- |   |               |
|---|---------------|
| i. Vice-Chancellor nominee  | - Chairperson |
| ii. Three representatives from the teachers community representing gender, minority | - Member      |
| iii. Registrar  | - Convener    |
6. Powers and Functions
- to entertain written and signed complaints and petitions of teachers in respect of matters directly affecting them individually or as a group;



- ii. to enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Board of Management for redressal or suitable action; and
- iii. to recommend appropriate action against complainant, if allegations made in the documents found to be baseless.

7. **Non-Teaching Staff Grievances Committee** shall consist of the following members

- i. The Registrar - Chairperson
- ii. Two persons nominated by the Vice-Chancellor. - Member
- iii. One person from non-teaching staff  
nominated by the Registrar. - Member
- iv. Finance Officer or his nominee - Convener

8. Powers and Functions

- i. to accept and consider written and signed complaints and petitions of staff (Non-Teaching) in respect of matters directly affecting them individually or as a group;
- ii. to enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Board of Management for redressal or suitable action; and
- iii. to recommend appropriate action against complaints, if allegations made in the documents found to be baseless.

## CHAPTER- 21

### BOARD OF RESEARCH STUDIES

1. The Board of Research Studies shall comprise of the following members:

- i. Vice Chancellor or his nominee - Chairperson
- ii. All Deans of the School - Members
- iii. Head of the concerned Department - Member
- iv. Professors other than Deans of Schools and Heads of Departments (not exceeding 02 of which atleast one shall be from concerned department)
- v. Two external experts to be nominated by the Chancellor representing different disciplines in the University
- vi. Secretary of the Board shall be nominated by the Vice Chancellor

2. Subject to the overall guidance of the Academic Council, the Board of Research Studies shall perform, inter-alia, the following functions:

- i. To prepare a perspective of research and major thrust areas for research, if any, in the disciplines under its purview;
- ii. To evaluate institutional research projects for funding by national/ international agencies;
- iii. To review the current status of research in each department and critically examine the progress thereof from time to time;
- iv. To indicate the priority areas of research in the departments particularly with reference to the role and responsibility of the University taking into account the facilities available in the University and also create facilities wherever necessary in keeping with the major thrust areas accepted for the concerned Departments and individual interest of the members of the faculty;
- v. To evolve norms for consultancy and sharing of revenue between the Principal Investigator and the University for approval of the Board of Management; and
- vi. To consider the recommendations of the Board of Studies in respect of Research students and give its approval.

- vii. To perform such other functions as may be assigned to it by the Academic Council.
  - viii. To recommend to the Vice Chancellor the appointment of examiners for M.Phil. and Ph.D. as prescribed in the Regulations.
- 
- 3. The Board of Research Studies shall meet four times in a year.
  - 4. The Board of Research Studies may determine its own procedures for working.
  - 5. The quorum of the Board shall be half of the total members,
  - 6. The term of Office of the members shall be for a period of two years.

## CHAPTER- 22

### THE BOARD OF SCHOOLS

1. The Board of Schools shall consist of :
  - i. Dean of the School;
  - ii. Heads of the Departments assigned to the School who are not Professors
  - iii. All Professors in the School;
  - iv. One Associate Professor and one Assistant Professor from each Department in the School by rotation on the basis of seniority;
  - v. One representative each of the Boards of other Schools which have inter-disciplinary work with the School, to be nominated by the Vice-Chancellor on the recommendations of the School Board concerned;
  - vi. Not more than three persons, not in the service of the University nominated by the Academic Council for their special knowledge and expertise in the subject concerned.

Provided that not more than one person per subject shall be nominated.
2. The term of the members, other than that of the Dean, Professors and Head of the Department shall be two years.
3. The Dean of the School shall be the Chairperson of the Board and shall convene and preside over the meetings of the Board.
4. **Powers and Functions** : The powers and functions of the Board shall be as follows:
  - i. To prescribe the qualifications for and procedures for admission of candidates to the various study Programmes in the Departments in the School.
  - ii. To co-ordinate the teaching, evaluation and research work in the Departments in the School;
  - iii. To approve subjects for research for various Degrees.
  - iv. To constitute Committees to organize the teaching and research work in subjects or areas which do not fall within the sphere of any Department in the School and to supervise the work of such Committees;
  - v. To recommend to the Academic Council the creation or abolition of teaching posts, and to consider proposals received from the Departments or Committees mentioned in Clause(d) above;

- vi. To consider Schemes for the advancement of the standards of teaching and research, and to submit proposals in this regard to the Academic Council;
- vii. To formulate arrangements for the School to participate in the work of the different Centres of Studies in the University;
- viii. To promote and review research within the School and to submit reports on research to the Academic Council;
- ix. To frame general Rules for continuous internal evaluation and University Examinations;
- x. To recommend to the Academic Council, the panel of examiners for the evaluation of thesis after considering proposals received in this regard from Board of Schools.
- xi. To recommend to the Academic Council, the award of research Degrees to candidates who have been found qualified and fit to receive such Degrees;
- xii. To consider and act on any proposal regarding the welfare of the students of the Schools;
- xiii. To perform all other functions which may be prescribed by the Act, Statutes and Ordinances, and to consider all such matters as may be referred to it by the Board of Management, the Academic Council or the Vice-Chancellor; and
- xiv. To delegate to the Dean, or to any other member of the Board or to a Committee such powers, general or specific, as may be decided upon by the Board from time to time.

**5. Meetings**

- i. The Board shall hold at least two ordinary meetings in an Academic year, one in each semester;
  - ii. The Dean may convene special meetings of the Board at his own initiative or at the suggestion of the Vice - Chancellor or on a written request from at least one-fifth of the members of the Board.
6. The quorum for the meeting of the Board shall be half of the total members.
7. Notice for any meeting of the Board shall be issued at least 10-days before the date fixed for the meetings.
8. The Dean may convene emergency meeting of the Board at short notice.
9. Rules of conduct of the meetings shall be as prescribed by the Regulations in this regard.

## CHAPTER- 23

### DUTIES AND FUNCTIONS OF THE DEPARTMENTS IN THE SCHOOLS

#### 1. Constitution of the Department

Each Department in a School shall consist of the members as given in the Ordinance and also such other persons as are designated members of the Department by the Board of School concerned on the recommendations of the Department concerned.

#### 2. Duties of the Department shall be:

- i. to suggest the pattern and the schedule of sessional evaluation for each Course offered by the Department;
- ii. to make proposal to the Academic Council, through the Board of School, regarding the creation and abolition of teaching posts;
- iii. to propose research projects to be taken up by the members of the Department individually and in groups;
- iv. to propose and suggest the curriculum and reference and other reading materials for the programmes of study to the Board of Schools.
- v. to constitute Committees from its members and to assign to these Committees specific functions falling within its competence;
- vi. to appoint from amongst its teacher advisers to students;
- vii. to propose schemes for and help in the maintenance and improvement of the standards of various Programmes of study and research of the subject in the department; and
- viii. to perform such other functions as may be assigned to it by the concerned School or the Vice-Chancellor.

## **CHAPTER- 24**

### **COMMITTEE ON EQUIVALENCE OF EXAMINATIONS**

1. There shall be a standing Committee of Equivalence of Examinations constituted for the purpose by the Chancellor in consultation with the Vice Chancellor.
2. The functions of the Committee shall be :
  - i. to consider the proposal in respect of the recognition of new courses/examinations of other Universities/Boards/ Institutions together with the report of the Dean of the School concerned who has examined the courses of study and the standard of the Courses and to recommend to the Academic Council the Examinations of other Universities/Boards/Institutions as equivalent to the corresponding Examinations of the University;
  - ii. to report to the Academic Council on all matters, which are referred to it;
  - iii. to consider requests for recognition of Examinations received from other Universities and Institutions and submit its recommendations to the Academic Council; and
  - iv. to prepare a case of moving application for seeking recognition of Degrees/Diplomas and Certificates awarded by the University equivalent to the corresponding Degrees, Diplomas and Certificates of Universities and other institutions within and outside the country.
3. Not less than half the total number of members of the Committee shall constitute the quorum for a meeting of the Committee.

**CHAPTER- 25****SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL  
HARASSMENT (SPARSH)**

Complaints relating to Sexual harassment of women at work place shall be regulated in accordance with "Sexual Harassment of Women at work place (Prevention, prohibition and redressal) Act -2013"

Detailed guidelines and formation of Committees shall be prescribed in regulation.



## CHAPTER- 26

### **THE MANNER OF COOPERATION AND COLLABORATION WITH OTHER UNIVERSITIES AND INSTITUTIONS OF HIGHER EDUCATION AND RESEARCH**

#### **1. PREAMBLE**

##### **i. Cooperation and Collaboration**

The University may seek cooperation and collaboration with Universities and Institutions/Organization of Higher Education in India and abroad and may execute a Memorandum of Understanding (MOU) and/or Transfer and Articulation Agreements where necessary, detailing the extent and areas of cooperation, as mutually agreed upon.

##### **ii. The University may enter into cooperation and collaboration agreements with international institutions of high academic standards in the areas of mutual interest. Such cooperation may include:**

- a. Students exchange programmes.
- b. Faculty exchange programmes.
- c. Twinning programmes for practical and training programmes only.
- d. Joint Research programmes.
- e. Exchange of data, documentation and research material and any other cooperation in the fields of mutual interest.

##### **ii. The area of cooperation and collaboration may also include curriculum design, industrial training, project work, research, consultancy and dissemination of knowledge, summer internships, placements etc.**

##### **iii. The University may enter into cooperation and collaboration agreements organizations, research institutions and industries, both Government and Private, in the areas of research, teaching, training, internship, summer placements, employment for the students; and for training teachers of various faculties / departments and to organize conferences/seminars and workshops in collaboration with them.**

##### **iv. The scope of co-operation may be reviewed from time to time and may be amended as required with the approval of the prescribed Authority.**

## **2. ELIGIBILITY FOR CO-OPERATION AND COLLABORATION.**

Such institutions that have a proven excellence and academic competence in instructions and research with a proven track record of competence will be eligible for Co-operation and Collaboration.

Provided that such institutions may be located anywhere within the country or outside the country.

Provided further that such bodies may be funded by the Government or other agencies except that they shall not be profit-making bodies and the source of funding shall be through legal and Government approved means.

## **3. CONDITIONS AND PROCEDURE FOR COLLABORATION:**

### **i. For Educational Institutions in India**

- a. Any Educational Institution in India Collaborating with Al-Falah University shall have to enter into a written Memorandum of Understanding (MOU) /Agreement.
- b. The validity of MOU will be for a period of five years or as specified otherwise.
- c. Proven excellence and academic competence shall be adjudged, among other things on the following basis. The Collaborating institute :
  - i. shall have full-time qualified core faculty.
  - ii. shall have their own building with required laboratory facilities, library for research purpose with adequate number of research journals, reference books, advanced text books with internet facility or such other modern equipments/ facilities used in higher educational institutions/ Universities in the country.
  - iii. shall have sufficient financial resources to fund research activities.
- d. The Deans Committee shall consider the requests received and recommend a case for co-operation and collaboration to the Chancellor who shall nominate a three member Sub-Committee to carry out verification of the facts claimed by the institute.
- e. The Sub-Committee so constituted shall verify the parameters mentioned by the Collaborating institution in order to assess its case for co-operation and collaboration. After doing so, it shall submit its report to the Deans Committee

who then make appropriate recommendation to the Academic Council which shall consider the same and forward it to the Chancellor for approval.

Provided if Chancellor does not agree with the Academic Council he may refer it back with his comments to Academic Council for reconsideration.

The Academic Council after reconsideration may reconfirm their recommendation or suggest changes which shall then be forwarded to the Chancellor whose decision shall be final.

- f. The MOU signed shall not normally exceed five years and will be subject to a mid term review the manner and timing of which shall be as decided by the University.
- g. The MOU may be extended after five years for subsequent terms of five years or otherwise as recommended by Deans Committee.
- h. Request for renewal of MOU shall be received at least six months in advance from the date of expiry of the period and shall be examined as per the procedure already detailed above.
- i. The University shall reserve the right to withdraw such MOU with immediate effect if any falsification of facts is found at a later stage or any fact comes to light that is damaging to the credibility or conduct of the institution in terms of Academic credentials.
- j. All legal disputes shall be subject to the jurisdiction of the courts at Delhi.

## **ii. Collaboration with Foreign Educational Institutions**

- a. The University shall follow the procedure as laid down in the Regulations made and amended from time to time by the University Grants Commission for Co-operation and Collaboration with foreign higher educational institutions. These Regulations shall apply to all Foreign Educational Institutions opening in India through Collaboration with Indian Educational institutions.
- b. The students of the University who visit the institutions/ foreign institutions /universities under MOU will be awarded by the Al-Falah University and vise-versa and the students of the foreign institution/ university who visited the University under MOU will be awarded Degrees/ Diplomas by their respective University.

- c. It shall have sufficient experience in offering educational programme(s).
- d. Any Foreign Educational Institution Collaborating with Al-Falah University shall have to enter into a written Memorandum of Understanding (MOU) /Agreement.
- e. The validity of MOU will be for a period of five years or as specified otherwise.
- f. Proven excellence and academic competence shall be adjudged, among other things on the following basis. The Collaborating institute :
  - i. shall have full-time qualified core faculty with publications in reputed journals.
  - ii. shall have their own building with required laboratory facilities, library for research purpose with adequate number of research journals, reference books, advanced text books with internet facility or such other modern equipments/ facilities used in higher educational institutions/ Universities in the country.
  - iii. shall have sufficient financial recourses to fund research activities.
- g. The Deans Committee shall consider the requests received and recommend a case for co-operation and collaboration to the Chancellor who shall nominate a three member Sub-Committee to carry out verification of the facts claimed by the institute.
- h. The Sub-Committee so constituted shall verify the parameters mentioned by the Collaborating institution in order to assess its case for co-operation and collaboration. After doing so, it shall submit its report to the Deans Committee who then make appropriate recommendation to the Academic Council which shall consider the same and forward it to the Chancellor for approval.

Provided if Chancellor does not agree with the Academic Council he may refer it back with his comments to Academic Council for reconsideration. The Academic Council after reconsideration may reconfirm their recommendation or suggest changes which shall then be forwarded to the Chancellor whose decision shall be final.

- i. The MOU signed shall not normally exceed five years and will be subject to a mid-term review the manner and timing of which shall be as decided by the University.
- j. The MOU may be extended after five years for subsequent terms of five years or otherwise as recommended by Deans Committee.
- k. Request for renewal of MOU shall be received at least six months in advance from the date of expiry of the period and shall be examined as per the procedure already detailed above.
- l. The University shall reserve the right to withdraw such MOU with immediate effect if any falsification of facts is found at a later stage or any fact comes to light that is damaging to the credibility or conduct of the institution in terms of Academic credentials.
- m. All legal disputes shall be subject to the jurisdiction of the courts at Delhi

#### **4. MANNER OF COLLABORATION/ CO-OPERATION AND OTHER DETAILS.**

- i. The University may choose to collaborate with an institution for the purposes of either instruction or research or both.
  - ii. Provided that in case of either of the above, the students shall be admitted and examined by the University as per existing rules and guidelines.
  - iii. Fees shall be prescribed and collected by the University which may be shared by the institution after mutual agreement.
  - iv. Guides/ research supervisors shall be appointed/ recognized by the University as per its rules and regulations as amended from time to time.
  - v. If a teacher of the institution retires in mid-term of the period of research or instruction, his/her service for research purpose shall normally be utilized till the end of the semester following which suitable replacement shall be made by the University.
  - vi. The timing of residence of a batch of students/research scholar(s) at the institution shall be decided by the Vice Chancellor on the recommendation of the Head of the Department concerned.
4. Any matter not specifically covered in the above shall be regulated as per the University Regulations as existing and amended from time to time.

## **CHAPTER- 27**

### **CONVOCATION**

#### **1. Convocation**

Convocation for the purpose of conferring Degrees shall be held on such date and place as may be fixed by the Chancellor.

#### **2. Special Convocation**

A special Convocation may be held at such time as may be decided by the Board of Management for the purpose of conferring Honorary Degrees in accordance with the procedure or for the purpose of conferring other Degrees under special circumstances on the recommendation of the Academic Council.

The Convocation shall consist of the body corporate of the University.

The Visitor, if present shall preside over at the Convocations of the University, in his absence Chancellor shall preside over the Convocations.

##### **a. Notice**

- i. Not less than four week's notice shall be given by the Registrar for meetings of the relevant statutory authorities for the Convocation.
- ii. The Officer concerned shall, with the notice, issue to each member of the Convocation, a programme of the procedure to be observed thereat.
- iii. The candidates who have passed their examinations in the years since the last Convocation shall be eligible to be admitted to the Convocation.
- iv. Provided that in case the Convocation is not held in a particular year, the Vice -Chancellor shall be competent to authorize admission of successful candidates in the year to their respective Degrees in absentia and issue the degrees on payment of prescribed fee.

**b. Application**

- i. A candidate for the Degree must submit to the Officer concerned his/ her application on or before the date prescribed for the purpose for admission to the Degree at the Convocation in person along with the prescribed fee.
- ii. Such candidates who are unable to present themselves in person at the Convocation shall be admitted to the Degree in absentia by the Chancellor and their Degrees shall be given by the Controller of Examinations on application and payment of the prescribed fee.

**c. Fees**

The fee for admission to the Degree at the Convocation in person and in absentia shall be fixed by the University.

**d. Honorary Degree**

- i. Honorary Degree shall be conferred at Convocation / Special Convocation and may be taken in person or in absentia.
- ii. The presentation of the persons at the Convocation on whom Honorary Degrees are to be conferred shall be made by the Vice -Chancellor or by a person nominated by him.

**e. Academic Dress**

The Academic Dress of the University for the Convocation shall be as prescribed by the University.

**f. Convocation Procedure**

The Convocation Procedure shall be as laid down in the Regulations.

## **CHAPTER- 28**

### **POWERS AND FUNCTIONS OF THE DEANS OF SCHOOLS**

The Dean of the School shall:

1. Co-ordinate and generally supervise the teaching and research works in the School through the Heads of the Departments;
2. Maintain discipline in the classrooms through the Heads of the Departments;
3. Keep a record of the evaluation of sessional work and of the attendance of the students at lectures, tutorials or seminars when these are prescribed;
4. Arrange for the Controller of Examinations of the University in respect of the students of the School in accordance with such directions as may be given by the Academic Council;
5. Shall be responsible for observance of the provisions of the Act/Statutes/ Ordinances and Regulations relating to the Departments and the School;
6. To recommend/ forward the appraisal reports of teaching staff to the Vice Chancellor alongwith his comments.
7. To recommend/ forward confidential reports of non-teaching/technical staff to the Registrar alongwith his comments.
8. Convene and preside over the meetings of the Board of Schools and keep the minutes of the meetings of the Board; and
9. Perform such other academic duties as may be assigned to him/her by the Academic Council, the Board of Management or the Vice-Chancellor.



## **CHAPTER- 29**

### **COURSE CREDIT AND GRADING SYSTEM**

#### **Letter Grade Evaluation Scheme, Course Credit and Grading**

The evaluation scheme in respect of the courses where the Course Credit and Letter Grading System is made applicable shall be prescribed in the relevant course ordinances. The grade awarded to the student in a course should reflect student's proficiency in the course. It will be based on the performance of the students in Minor Tests, assignment, Viva-Voce, Lab-work, Seminar, Workshop presentation and group discussions etc. whichever is be applicable as per scheme, in addition to the Mid Term and Final Examination and practical exam, if applicable, at the end of Semester/Term.

The letter grading scheme, Semester Grade Point Average (SGPA)/Cumulative Grade Point Average (CGPA) based evaluation, course credit and grading scheme maybe prescribed by the Academic Council with the approval of the Board of Management

## CHAPTER- 30

### THE UNIVERSITY EXAMINATIONS

#### A. Examination Committee

1. There shall be an Examination Committee consisting, of the following members, namely:

- |      |  |                    |
|------|--|--------------------|
| i.   | The Vice-Chancellor  | -Chairperson       |
| ii.  | The Deans of the Schools   | - Members          |
|      | The Heads of the Departments, whose Examinations are conducted by the University : |                    |
| iii. |  | - Members          |
| iv.  | The Dean, Students' Welfare  | - Member           |
| v.   | The Controller of Examinations   | - Member Secretary |

2. Powers and Functions: Subject to the general control of the Academic Council the duties of the Committee of Examinations shall be:

- i. to conduct all Examinations and to give appropriate directions for conducting the same;
- ii. to take cognizance of and action in all matters of indiscipline, misconduct, misbehaviour, cheating, use of unfair means etc. by the candidates before, during or after the Examinations, as provided in the Ordinance/Regulations relating to Examinations;
- iii. to scrutinize and declare the results of such Examinations and to scrutinize cases of re-totaling of marks and Re-evaluation of scripts, rechecking of results, whenever proper application has been made by any candidate for this purpose;
- iv. to consider the Report of Examiners and make recommendations thereon for consideration and action of Academic Council;
- v. to submit to the Academic Council Annual Report on the working of the University Examinations;

- vi. to appoint such Sub-Committees, as may be deemed necessary to facilitate its functioning; and
  - vii. to perform such other duties, as may be assigned to it by the Academic Council.
3. The Committee shall meet as often as maybe necessary.
4. Not less than half the total number of members of the Committee shall form the quorum for a meeting of the Committee.

**B. Conduct of Examinations and declaration of Results:**

1. Holding and conducting the university examinations properly at the scheduled time and for ensuring that results of such examinations are published expeditiously is the responsibility of the Vice Chancellor.
2. The schedule of the conduct of examinations shall be as approved by the Examinations Committee.
3. The Controller of Examinations, at the beginning of each academic session, shall prepare and publish a semester wise or annual basis, as the case may be, the schedule of examinations for each and every course conducted by the University.
  - a. Regular students: The students who are duly admitted and are studying in various courses of the University and attending the respective classes, called Regular Students, shall be allowed to appear at the respective examinations.
  - b. Ex-Students:

A regular student who has failed to pass or is unable to appear for the Examination of the University (except due to shortage of attendance) in any of its courses of study, may be allowed to appear at the same Examination as an Ex-Student.

An ex-student will forfeit his right as an ex-student as soon as he takes- an admission to a regular course. However he/she will be allowed to improve his/her performance of past examination.

#### 4. Attendance (for Students)

- a. A Candidate shall be deemed to have under-gone a regular course of study in the University, if he/she has attended at least 75% in the aggregate of lectures, tutorials and practicals in order to be eligible to appear at the Examination. Provided that the Academic Council may, in special circumstances, condone any shortage in such attendance except otherwise provided by the Academic Council
- b. A relaxation to the maximum extent of 15% of the total attendance shall be accorded to student on account of sickness, participation in university functions/ Cultural activities, Sports and the prescribed Educational Tours /Field Trips /Field work provided that the attendance record, duly counter signed by the Teacher in-charge, is sent to the Head of the Department concerned/Principal, University Polytechnic within two weeks of the function/activity etc.

Provided in case of sickness/medical disability an application for the condonation shall be supported by a medical certificate issued by a registered Medical Practitioner/Public Hospital and duly authenticated by the Health Centre of the University. Such applications-must be submitted either during the period of treatment / hospitalization or within two weeks following recovery.

Provided further that in exceptional cases, relaxation may be given by the Academic Council subject to the conditions laid down by the Regulatory Body, if any.

#### 5. Application for admission to Examinations.

- (a) All applications for permission to appear at any of the Examinations of the University shall be submitted on the prescribed forms and forwarded to the Controller of Examinations through the Dean of the School/Head of the Institution/ Centre concerned.

(b) In forwarding the applications of the Regular Students, the Dean of the School /the Head of the Department /Institution/ Centre concerned shall certify:

- i. That the candidate has studied a regular course of study for the period prescribed and that he/she fulfils attendance requirements.
  - ii. That his/her conduct is satisfactory.
  - iii. Certificate at Sub-Para 4.2 above will be provisional and can be withdrawn at any time before the Examinations, if the applicant fails to attend the prescribed percentage of lectures, tutorials, practicals, N.C.C. parades etc. before the end of his/her University terms.
6. An application along with the Receipt for the payment of the prescribed Examination Fee, set out in these Ordinances submitted by a student for permission to appear at the Examination shall, reach the office of Controller of Examinations on or before the date announced.
7. A candidate may be permitted by the Controller of Examinations to submit his/her Application Form for Semester/ Annual Examinations along with the Examination Fee with the prescribed Late Fee as defined in the Regulations.
8. Application for Supplementary Examinations wherever applicable shall reach the office of the Controller of Examinations within the time fixed by the University.
9. A candidate who fails to present himself/herself for Examinations shall not be entitled to any refund of the Fee or to have it kept in deposit for a subsequent Examination. However, if a woman candidate is unable to appear at the Examination for maternity reasons her Fee may be held over for the next Examination, provided that the application for crediting the Fee for the next Examination must be made to the Controller of Examinations within three months of the completion of the Examination concerned and shall be supported by a Medical Certificate.

10. No application for adjustment of the Examination Fee shall be entertained if it does not reach the office of the Controller of Examination within the time limit as fixed by the University.
11. A candidate, who falls ill during the Examination, may be permitted by the Committee or the Academic Council for sufficient cause to appear at the next Annual Examination without further payment of Examination Fee.
12. Issue of Admission Card: A candidate, whose application has been accepted for admission to an examination, shall be issued an Admission Card containing the Name & the photo of the Candidate and the Examination and Roll Number assigned to him/her. Regular Candidates and Ex-students shall be issued the Admission Card through the Dean of the School/Head of the Institution/ Centre concerned, provided there are no dues of the University outstanding against their names.
13. Withdrawal of Permission to take Examination: Permission granted to a candidate to appear at an Examination may be withdrawn before or during the course of Examination for his/her misconduct/indiscipline, which in the opinion of Examination Committee justifies the candidate's exclusion.
14. Withholding of Admission Card: If a candidate for any University Examination owes any money to the University on any account and fails to pay the dues or has borrowed any book, apparatus or other property belonging to the University or any kit supplied by the N.C.C. and fails to return the same. The Controller of Examinations may withhold the Admission Card of the candidate or if the Admission Card has already been issued to him/her suspend the admission card till all such dues have been paid or such property returned by the candidate to the University.
15. Time limit for passing an Examination: No person shall be allowed to appear in the Examination after the expiry of the periods as specified in the Regulations against each Course.

16. Pass Percentage and Promotion of Candidate: Pass percentage and promotion of candidates of various courses shall be as set out in the Regulations.
17. Declaration of Results: The results of End Semester / Annual Examinations will be declared, subject to the completion of Examinations in time or as specified by the University from time to time.
18. The Detailed Marks Certificate (DMC)/ Result will be supplied to candidates from the offices of the respective School/ institutions/Centres normally within the time as specified by the University.
19. Withdrawal Degree/ Diploma: A Degree / Diploma certificate or other academic distinction may be withdrawn by the University.
  - i. if the candidature of the person concerned has been cancelled or result quashed in accordance with the manner as laid down as per Regulations . OR
  - ii. if the candidate has misbehaved at a convocation of the University; Provided that the question whether a person has misbehaved in terms of this Ordinance, shall be finally decided by the Board of the Management with two-third majority. OR
  - iii. when sufficient evidence as laid before the Academic Council showing that any person on whom a degree or diploma etc. conferred by the University has been convicted of what is in their opinion a serious offence, the Academic Council may recommend to Board of Management that such a degree or diploma be cancelled .
20. Duplicate Degree/Diploma/Certificate can also be obtained on submitting an application along with the receipt of the prescribed Fee and FIR stating that the applicant has a real need for a duplicate Degree/ Diploma/ Certificate with an Affidavit signed and certified by a First Class Magistrate, showing that the original has been lost/destroyed.
21. **Appointment of Amanuensis**
  - i. Appointment of Amanuensis shall be allowed in case of:
    - a. Blind Candidates; and

- b. The candidates, who are disabled due to an accident or disease and are unable to write with their own hands.

Candidates under clause 21.1(ii) above shall have to produce a medical certificate from the Medical Officer, of the University.

- ii. The Controller of Examinations, on receiving an Application from the candidate one week before commencement of Examination, will arrange for the appointment of an amanuensis and shall inform the Superintendent of Examination concerned.
- iii. The amanuensis shall be a person of a lower qualification than the candidate concerned.
- iv. The Superintendent of Examination shall arrange for a suitable room for the disabled candidate and appoint a Special Invigilator from the list supplied by the office of the Controller of Examinations.
- v. One extra hour will be given to the blind candidates for examination of 3 hrs. duration.
- vi. The remuneration to the amanuensis will be given by the Office of the Controller of Examination at the existing approved rate.
- vii. The date of birth as entered in the Register of Students shall not be altered.

22. To change the date of birth, the student shall approach the Board / University from where the student obtained the Secondary School Certificate

23. Award of Grace Marks: If the Examination Committee considers it necessary, it may award grace marks as specified in the Regulations.

### **C. Unfair Means:**

#### **1. Use of unfair means shall include the following:**

- i. Having in his possession or accessible to him during examination hours any papers, books or notes. written or printed or any kind of material including body; clothing etc.
- ii. Writing during the examination hours on any material (including the question paper or blotting paper) other than the answer-book.



- iii. Talking to another candidate or to any person other than the members of the supervisory staff in or outside the Examination Hall during the examination hours.
- iv. Consulting notes/books in or outside the Examination Hall during examination hours.
- v. Attempting to take or taking help from any notes or hints written on any part of the body or on the clothes worn by the candidate or on the furniture being used by the candidate.
- vi. Receiving help from another candidate with or without his concept or giving help to another candidate or receiving help from any other person during examination hours.
- vii. Disclosing his identity deliberately or making any distinctive marks in his answer-book for that purpose or making an appeal to the examiner through the answer-book or using abusive or obscene language in the answer-book.
- viii. Presenting to the examiner a practical or class-work-notebook which does not belong him.
- ix. Communicating or attempting to communicate, directly or through another person with an examiner or with an official of the University with the object of influencing him in the award of marks or making any approach or manipulation for that purpose.
- x. Swallowing/destroying any note, paper etc. found with him during the examination hours.
- xi. Making deliberate arrangement to cheat in the examination, such as:
  - a. Smuggling of an answer-book/continuation sheet in or outside the examination hall or insertion in the answer book of any sheets written outside the examination hall,
  - b. Substitutions, wholly or partly, of an answer-book/continuation sheet by another answer-book/continuation sheet during or after the examination hours.
  - c. Impersonation.
  - d. Obtaining admission to the examination on a false representation.
  - e. Forging another persons' signature.
  - f. Failing to deliver his answer-book to the person Incharge before leaving the Examination Hall.

g. Tempering with the particulars, including roll number, written on another candidate's answer-book and or writing wrong particulars, including Roll Number on one's own answer book.

xii. Refusing to obey the Centre Superintendent or any other member of the supervisory staff/inspecting staff or creating disturbance of any kind during the examination or otherwise misbehaving in or around the examination hall or threatening or assaulting any official connected with the examination, any time during, before or after the examination.

xiii. Any other act of unfair-means/misconduct not covered in these provisions.

xiv. Using electronics devices for the purpose of malpractice.

**D. Use of Unfair Means, Misbehaviour and Punishment:**

- i. No candidate shall bring with him/her in the Examinations Hall any book, paper, notes or other materials, which may be used by him/her in connection with the Examinations, nor shall he/she communicate to or receive from any other candidate or person any information in the Examination Hall .
- ii. No candidate shall note or write anything on the blotting paper or Question Paper or on any other object/material, except the answer book supplied to him/her.
- iii. No candidate shall assist or receive from any other candidate or person at an Examination or make use of any dishonest or unfair means in connection with the Examination.
- iv. Any candidate detected cheating or making use of any dishonest or unfair means in connection with an Examination shall be reported to the Controller of Examinations by the Superintendent of Examinations or through him by an Invigilator or an Official of the University, as the case may be. The Controller of Examinations shall place the aforesaid matter before the Examination Committee for consideration, which may if satisfied that the facts alleged are true and disclose premeditation on the part of the candidate, disqualify the candidate from passing that Examination and debar him/her appearing at any University Examination for a period not exceeding three years.
- v. Any candidate detected using unfair means in an Examination Hall shall be reported to the Controller of Examinations by the Superintendent of Examinations or through him by an Invigilator or by an Official of the University, as the case may be. The Controller of Examinations shall place the aforesaid matter before the Examination Committee for consideration, which may if satisfied that the facts alleged are true, but do not disclose any

- premeditation, disqualify the candidate from passing that Examination and debar him/her from appearing at any University Examination for a period not exceeding two years.
- vi. Any candidate bringing any book, paper, notes or other material to the Examination Hall shall be reported to the Controller of Examinations by the Superintendent of Examinations or through him by an Invigilator or by an Official of the University, as the case may be, and the Examination Committee may, if satisfied that the facts alleged are true, but that the candidate has not made any use thereof, disqualify the candidate from passing that Examination.
- vii. Any candidate, who in the opinion of the Superintendent of Examinations is guilty of any misconduct in the Examination hall, other than the misconduct within the meaning of the aforesaid Sub-Paras a, b, c, d, e & f above of this ordinance, may be expelled by the Superintendent of Examinations for that Paper and shall be reported to the Examination Committee by the Controller of Examinations. The Examination Committee may, if satisfied that the facts alleged are true, disqualify him/her from passing the Examination for that year.
- viii. Any candidate approaching and Examiner directly or indirectly or seeking ways or means of bringing pressure to bear on the Examiner, so that higher marks may be awarded to him/her than his/her answers justify or attempting to influence the Controller of Examinations or any person employed on his office for the same purpose shall be deemed to have used unfair means. Such a case shall be reported to the Examination Committee by the person concerned through the Controller of Examinations. The Examination Committee may, if satisfied that the facts alleged are true, disqualify the candidate from passing that Examination and debar him/her from appearing at any Examination for a period not less than one year.
- ix. Any candidate found guilty of seeking ways and means or harassing or pressuring or using or threatening to use force to make any Superintendent of Examinations or Invigilator or any Official of the University desist from his duties relating to the conduct of Examination shall be deemed to have used unfair means and indulged in gross misconduct. Such a case shall be reported to the Examination Committee by the person concerned through the Controller of Examinations. The Examination Committee may, if satisfied that the facts alleged are true, disqualify the candidate from passing that Examination and/or expel him/her from the University and declare him/her to be not a fit and proper person to be admitted to any future Examination of the University.
- x. Any candidate, who has been punished under Sub-Paras d, e, f, g, h and j above, shall

not be admitted to any Course as a Regular Student. Such a student may be allowed to appear at the next Annual Examination/SemEnd Examinations only, in which he/she is entitled to appear as an Ex Student after the expiry of the period of punishment.

- xi. In case, a person who is not a bonafide candidate, is found to be taking an Examination on behalf of a bonafide candidate, it will be assumed that this impersonation is being done at the instance and with the connivance of the bonafide candidate and action against such person and such bonafide candidate would be taken as under:
  - a. The bonafide candidate, who did not take the Examination himself/herself, shall be debarred from pursuing any course of studies or from appearing at any Examination of the University in future.
  - b. In case, the person, who has impersonated the bonafide candidate, is a student of the University, he/she shall be debarred from taking any Examination of the University in future.
  - c. If the person, who has impersonated the bonafide candidate, is not a student of the University, he/she may be handed over to the Police for appropriate action
- xii. In case, a candidate is appearing at the Examination for improvement of Division/Percentage of Marks and is found to be using unfair means, the result of his/her Examination in the Paper (s) in which he/she has already appeared, would also be cancelled, in addition to the action that might be taken against him/her for using unfair means, while reappearing for improvement of his/her Division/Percentage of Marks.
- xiii. Any punishment imparted o the erring student shall be following due consideration of the defence by him/her.
- xiv. A candidate who is awarded punishment by the Examination Committee on unfair means may submit an application to the Controller of Examinations for reconsideration of his case within 30 days of the receipt of the decision of the committee along with a fee as prescribed in the Regulations from time to time. Such reconsideration will be allowed only once.
- xv. If any examiner reports any case of use of unfair means which he detected during the course of evaluation of answer books the same shall be decided by the Examination Committee after getting the answer books checked and giving the candidate a reasonable

opportunity to defend himself.

- xvi. If unfair means adopted by a candidate come to the notice of the University after examination, his case will be decided by the Examination Committee on such evidences as may be available after giving the candidate a reasonable opportunity to defend himself.
- xvii. If a candidate is found guilty of unfair means after result has been declared the same shall be cancelled beside the candidate being awarded the punishment which would have been awarded to him had fact of use of unfair means come to notice before the declaration of his result.
- xviii. The disqualification under this ordinance will be treated as a failure in the examination and consequences of failure will follow. If a candidate is also disqualified from appearing at the next one or more examinations he shall not be admitted to any course of study, or allowed to appear at any examination of the University, during the period of such disqualification.
- xix. The record/files of the decided cases shall be disposed of two years after the period of disqualification.
- xx. In no case, the candidate shall be allowed to represent himself/herself by an Advocate or any other person.

#### **E. Re-totaling of Answer Scripts:**

- 1. The marks of the candidate shall be re-totaled on an application submitted by the candidate to the Controller of Examinations on payment of the prescribed fee per Paper.
- 2. No application for re-totaling shall be entertained, unless it is made within fifteen days of the publication of the result.

#### **F. Re-Evaluation of Answer Script:**

- 1. Any candidate, intending to apply for re-evaluation of answer scripts (s) of any Paper/Subject of his/her written Examination, may do so on the prescribed Application Form submitted to the Controller of Examinations within 15 days from the date of declaration of results.

2. The re-evaluation of scripts will not be allowed in more than one-third of written Papers of an Annual Examination.
3. Each application for re-evaluation shall be accompanied by the original Statement of Marks issued to the candidate.
4. Re-evaluation shall not be permitted in the Practical Examinations, Viva-Voice, Project Report/ Field Work/ Sessional/ Internal Assessment and Dissertation, as also the answer scripts of any Examination, which have already been valued in full by joint Examiners/Board of Examiners.
5. The candidate applying for re-evaluation shall be required to pay the prescribed Fee per Paper or part thereof;
6. No refund shall be made in any case.
7. The Controller of Examinations will get the re-evaluation done in strictly confidential manner selecting an examiner for re-evaluation from amongst a panel of Examiners in each paper recommended by the Board of Studies or outside Panel. The initial examiner shall not be appointed as re-evaluator.
8. The merit will be awarded after re-evaluation process is completed.
9. If there be any change in the result of the Examination due to re-evaluation of answer scripts, no examinee can complain in the Court of Law, nor any action can be initiated against the Examiner (s) concerned.
10.
  - i. If the award of the Re-evaluator (second examiner) varies from the original award within  $\pm 5\%$  of the maximum marks of the paper concerned, the original award shall stand.
  - ii. If the award of the Re-evaluator (Second Examiner) varies from the original award to more than  $\pm 25\%$  of the maximum marks of the paper/subject concerned, then the answer script shall be sent to the second re-evaluator (Third Examiner).
  - iii. The average of the marks awarded by the Second and Third Examiners shall be final.
  - iv. However. if the marks awarded by the re-evaluator varies from the original award from  $\pm 5\%$  to  $\pm 25\%$ , of the maximum marks of the paper concerned the new marks of the re-evaluator will be awarded to the candidates.

11. Applications for re-evaluation of answer scripts only for End Semester /Annual Examination shall be accepted.
12. Answer scripts of those examinees who appeared for improvement of division or Percentage of Marks shall be final and shall not be subject to re-evaluation.
13. Improvement of Results by candidate: A candidate may be allowed to reappear in 50% of papers for improvement in paper/s by paying required fees.

**G. Results Committee:**

1. There shall be a Results Committee consisting of the following members:
  - i. Concerned Dean of the School - Chairperson
  - ii. One of the teachers nominated by the Controller of Examinations
  - iii. Controller of Examinations (Convener).
2. The Results Committee shall:
  - i. Ensure the compliance of the prescribed rules of the Courses;
  - ii. Consider and award grace marks as per the provisions of the Ordinances;
  - iii. Do random checking of answer books/award lists
  - iv. Prepare a Report to be placed before the Vice Chancellor for consideration and approval and thereafter result will be declared.
3. Amendment of Results: In any case where it is found by the Results Committee that the result of an Examination has been affected by an error, malpractice, fraud, improper conduct or other matter of whatsoever nature, it shall report the matter to the Examination Committee, which shall have the power to amend such result in such a manner as shall be in accordance with the factual position and to make such declaration as it may consider necessary in that behalf.

**H. Examiners and Tabulation of Results:**

1. The Controller of Examinations shall issue instructions to Examiners with regard to due provisions for secrecy and any other matters incidental thereto.

2.

- i. Examiners shall send their Papers to the Controller of Examination in sealed covers before a date to be notified on their appointment by the Controller of Examination under instructions of the Academic Council.
- ii. The appointment of an Examiner may be cancelled, if he fails to send the Question Paper by the date so-fixed in this regard.

3. Evaluators shall submit in sealed covers the evaluated marks to the Controller of Examinations or enter online and provide a hard copy of the awarded marks to the Controller of Examinations before a date fixed by him. Thereafter the Controller of Examinations shall prepare the result and submitted to the Result Committee for further action.

**I. Answer books:**

- 1 The Examiners' awards, as shown in the result statements submitted by them, shall be final, provided that the errors may be rectified by the Controller of Examinations after checking the answer books.
- 2 The answer books shall be preserved and be in the custody of the Controller of Examinations, till the expiry of six months from the publication of the results.
- 3 The Controller of Examinations at the instruction of the Examination Committee is hereby empowered to issue appropriate instructions/directions from time to time for the proper and effective conduct of the Exams.

**4 Instructions to candidates for Examination:**

- i. The doors of the Examination Hall shall be opened half an hour before the commencement of the Examination on the first day and quarter of an hour before on subsequent days.
- ii. A candidate may not be admitted into the Examination hall, if he/she fails to present to the invigilator his/her Admission Card and/or satisfy the



Superintendent of Examinations that it will be produced within a reasonable time.

- iii. All candidates shall come to the Examination Hall before the time fixed for the Examination. If a candidate arrives not later than 30 minutes after the time fixed for the Examination, the Invigilator may allow him/her to appear at the Examination and report to the Superintendent of Examinations. No candidate shall be allowed to appear in the examinations later than 30 minutes after the time fixed.
- iv. The candidates shall strictly obey and follow all the instructions given to them from time to time by the Superintendent of Examinations or Invigilators or any Official of the University connected with the Examinations.
- v. The candidates shall maintain and observe strict discipline in and/or near the Examination Centre/hall and shall not indulge in any such act as misbehavior /nuisance which causes any obstruction and/or disturbance or disruption in the conduct of Examination.
- vi. No candidate shall be allowed to leave the Examination Hall, until an hour has elapsed after the distribution of the Question Paper.
- vii. No candidate shall leave his/her place or go out of the Hall without the permission of the Invigilator, unless he /she has handed over his/her answer book to the Invigilator concerned.
- viii. As soon as the time prescribed for the Question Paper expires, the candidates shall have to hand over their answer books to the Invigilator concerned.
- ix. A candidate appearing at an Examination shall give a specimen signature for purpose of identification, if asked by the Superintendent of Examinations or the invigilator in the Examination Hall.

#### **J. Appointment of Invigilators and Superintendent of Examinations:**

- i. The Superintendent of Examination Centre/Centres shall be appointed by the Controller of Examinations.
- ii. The Flying Squad may be formed for Inspection of Centre/Centres if the Controller of Examinations considers it necessary. The Controller of Examinations will appoint members of the Flying Squad.
- iii. The Controller of Examinations shall have authority to appoint one or more Deputy Superintendents and Invigilators and other staff required at Centre/Centres for the

conduct of Examinations.

**K. Directions to Superintendents of Examinations:**

1. The Superintendent of Examinations shall see that the doors of the Examination Hall open half an hour before the time specified for the distribution of the Question Paper on the first day and a quarter of an hour before on subsequent days.
2. The Superintendent of Examinations will be supplied by Controller of Examinations before the commencement of the Examination, with the List showing the names of the candidates who will appear at his Centre of Examination and their Optional Subjects and a Statement showing the number of candidates appearing in each Subjects of Examination.
3. The Superintendent of Examinations shall not admit any candidate whose name is not shown in the List or shall not allow any candidate with an Optional Subject, other than that shown against his/her name, provided that in doubtful cases the Superintendent of Examinations may allow a candidate to appear at the Examination of the Paper and immediately refer the matter to the Controller of Examinations.
4. The Superintendent of Examinations or invigilator authorized by him/her may require any candidate to show his/her Admit Card /Hall Ticket.
5. The Question Paper set "for the Examination shall be dispatched by the Controller of Examinations in a sealed cover, which shall be opened by the Superintendent of Examinations in the presence of at least one invigilator. The Superintendent of Examinations and the Invigilators(s) shall certify that the sealed cover was in proper condition and that it was opened in the Examination Hall at the proper time. The Certificate shall be forwarded to the Controller of Examinations on the same day.
6. Before the commencement of the Examination, the Superintendent of Examinations shall see that the satisfactory arrangements are made for the examination. Candidates must be seated well apart to prevent collision.
7. A Card giving the Roll Number of each candidate shall be fixed on each table so that the candidate may readily find out his/her place.
8. Blank answer-books will be supplied from the office of the Controller of Examinations. The Superintendent of Examinations shall see that a second answer-book is not issued

- to a candidate until the first is fully used and that the two answer-books are at once/stitched together.
9. The Superintendent of examinations and the Invigilators shall remain in the Examination Hall during the time allocated to each Paper; they shall on no account speak or permit any one to speak to a candidate on any subject pertaining to the Questions during the hours of examination, except for the purpose of correcting misprints or other errors which might mislead the candidate. The Superintendent of Examinations shall without loss of time draw the attention of the Controller of Examinations to any misprint, mistranslation or ambiguity, which may have come to his notice and shall be communicated to the Examiner.
  10. As soon as the allotted time has expired the answer-books shall be carefully collected and arranged in numerical order and delivered to the Controller of Examinations reporting names and/or Roll Numbers of absentees.
  11. Any attempt to use unfair means to pass the Examination or any violation of the Ordinance by the candidates shall be immediately reported by the Superintendent of Examinations to the Controller of Examinations who shall place it before the Examination Committee for consideration.
  12. The Superintendent of Examinations shall see that no candidate is permitted to leave the Examination Hall without being accompanied by a trustworthy escort, to prevent his/her communication with outsiders and that he/she does not use absence, from the Hall for any purpose other than that for which he/she had taken leave. The Superintendent of Examinations may fix a time, if necessary, within which the candidate must return to his/her seat.

**L. Duties of Invigilators:**

- 1 An Invigilator should report himself/herself on duty to the Superintendent of Examinations half an hour before the commencement of Examination.
- 2 Invigilators shall remain in the Examination Hall during the time allotted for each Paper and shall not leave the Hall without the permission of the Superintendent of Examinations.
- 3 Invigilators shall help the Superintendent of Examinations in the distribution of Question Papers and answer-books etc., to the candidates and in collecting the answer-books from the candidates at the close of Examination. They shall also help

- the Superintendent of Examinations in arranging the answer-books for dispatch.
4. The invigilators shall help the Superintendent of Examinations, preparing a List of Candidates present at the Examination and in verifying their identity by comparing their signatures with those on record.
  5. During the course of Examination, the Invigilators are expected to move about the Examination Hall and not to engage themselves in study or conversation.
  6. The Invigilators shall be responsible for the maintenance of general discipline in the Examination Hall and shall exercise their discretion for the purpose. In case they feel that a situation has arisen which is beyond their control, they shall, without loss of time, report the matter to the Superintendent of Examinations for the necessary action.
  7. If a candidate is found to resort to unfair means at the Examination or to create disturbance/nuisance or act in any manner so as to cause inconvenience to the other candidates, the Invigilator shall, without loss of time, report the matter to the Superintendent of Examinations.
  8. The Invigilators shall also bring to the notice of the Superintendent of Examinations any complaint or other difficulties pointed out by any candidate(s) regarding the Question Paper set for the Examination.
  9. Invigilators are expected to help the Superintendent of Examinations in any other matter connected with the conduct of the Examinations.
  10. In case, an Invigilator is unable to be present on account of unavoidable circumstances, he/she shall give at least 24 hours notice to the Controller of Examinations through the Superintendent of Examinations.

#### **M. Examiners and Moderators**

The Board of Studies of each department of studies shall recommend a panel of names of examiners and moderators for the appointment of examiners or moderators to the Vice Chancellor.

1. **Appointment of Examiners and Moderators:** The list of Examiners and Moderators for all Examinations shall be drawn up by the Board of Studies concerned.

**2. Moderation Committee:**

There shall be a Moderation Committee for each course in a Department of Studies to moderate Question Papers of all Examinations in each subject.

Moderation Committee shall consist of the following members, namely:

- i. The Head of the Department of Studies concerned (Chair person).
- ii. The Board of Studies shall nominate two persons having expert knowledge of the subject concerned provided that one of them shall belong to the Department concerned and the other person not engaged in Teaching in the University. However, the Board of Studies may increase the number of experts up to four, provided there is requirement of the course.
- iii. The Controller of Examinations or his nominee shall be the Ex-officio Secretary.
- iv. Two members shall constitute the quorum for a meeting of the Committee.

**N. Examination Expenses submitted by the Controller of Examinations:**

1. Examination expenses including those expenses concerning printing of Question Paper etc. shall be kept under extra-ordinary secrecy.
2. The Controller of Examinations shall be fully responsible for all the examination expenses.
3. The Controller of Examinations shall submit the accounts of examination expenses concerned and their approval by the Vice-Chancellor shall be sufficient.

**O. Rates of remuneration payable to the Examiners and other staff:**

The remuneration payable to examiners and other staff connected with the examinations shall be as prescribed in the Regulations.

## **CHAPTER-31**

### **CREATION, COMPOSITION & FUNCTIONS OF ANY OTHER BODY FOR IMPROVING ACADEMICLIFE**

#### **Other Bodies**

The university may establish campus development committee, faculty club, community club, etc. for the development of campus and for creating congenial environment on the campus. The constitution and functions of these bodies will be prescribed in the regulations.

## **CHAPTER-32**

### **AMENDMENT AND REPEAL**

#### **Amendment and Repeal of Ordinance**

Subject to the Haryana Private Universities Act 2006, as amended from time to time and statutes of the University, all that has been stated above, the prescribed authority has the right to modify, amend and/or repeal the above Ordinance, or any part thereof, from time to time.

Anything contrary to the provisions of 'The Haryana Private Universities Act, 2006' as amended from time to time will be treated as null and void.